ABC Accounting 15.0

Reference Guide

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General

Guide to Manual

Whether you read this book from cover to cover or browse through it for reference when you're stuck, here are a few things you'll want to know.

a) Chapter Orientation

Each chapter will start with a discussion on the general uses of the screen being discussed. Following that will be Menu Bar help and individual field help. Lastly there are may be included a few simple tutorial type helps which discuss accounting processes as they should performed within that screen.

Note that the information given in this manual is also accessed from the ABC Accounting program by pressing **F1** for Help. Pressing **F1** while on a particular field will take you directly to help for that field. But from there you can navigate to any other helps for that screen or for other parts of the ABC Accounting software.

b) Screen Identification

The entry screen/window being discussed is indicated in the top corner of each page. It is also indicated in most headings with the initial or symbol for the screen in parentheses. This initial or symbol is followed by a decimal point and a field number when there is help concerning a field. For example: **Customer Address (C.3)** means that we are discussing field # 3 on the Customer screen. To go to field 3, you go to the Customer screen, press **Ctrl+G**, and enter **f3**. This is especially handy when you don't know right where the field is located on the screen, but the User's Manual tells you to go there.

c) Click-its and Hot Keys

Navigation via mouse is what the windows client is all about. In the helps, when we instruct you to click on a link, button, or field, the thing you are to click on will be in **bold face print**.

Some of you have used our software for a long time—ever since the DOS days. You are already familiar with our hot keys used for navigation. Others of you just prefer hot keys to clicking because it saves you time. So for all you speed entry, keyboard fans, we have retained the hot keys in our helps as well as the mouse clicking maneuvers. Hot keys are in **bold face**. Hot keys which require you to press multiple keys simultaneously include a plus sign (+) between keys, such as: **Shift+F1**.

d) Sample Problems

A few sample problems are found throughout the text as a sort of hands-on help. These sample problems will be in blue.

e) Warnings/ Trouble Spots are in red.

f) Helpful Hints are in green.

Services, Support, and Contracts

ABC Services, Support, and Contracts

Services

CUSTOM LOGOS—We will gladly customize your ABC Accounting software to print your invoices, work orders, and statements with your business logo.

AUTOMATED PRICE LIST UPDATES—We can program the price listing data you receive from your manufacturer to automatically update your existing inventory records.

MULTIPLE WORK STATIONS—ABC Accounting can be run on dozens of workstations at once. Contact your ABC Accounting representative to find out about getting more work stations set up for your business.

DATA SECURITY—Every ABC multi-user system, with a workstation configured similarly to the base, is set up so that the workstation could be used as the base in case of problems with the base computer.
Another available service to enhance Data Security is Data Backup Verification. This means that, for a minimal fee, we can periodically test your data backups for you to make sure that your backup system is working properly. **Backing up your data on a timely basis is *very important* for successful computing.**

SEMINARS—We offer a series of hands-on seminars to help you with using ABC Accounting and making your business work for you. Courses are run during the day or in the evening and cover a variety of subjects. Call us for information concerning upcoming seminars.

Support

PHONE/REMOTE ACCESS SUPPORT—We want you to get the help you need **when you need it**. You may feel free to call at any time about any question, and we will do our best to help you. ABC personnel have taken calls about hardware problems, software problems, information entry problems, and even quite a few accounting problems.
If we cannot give you an answer over the phone, we may need to access your computer via modem or cable. Often problems can be efficiently solved in this way.

ON SITE SUPPORT—If we cannot solve your problem from our office, we will be glad to set up an appointment to come to your place of business and fix your computer problems on site.

EMERGENCY SUPPORT—If you feel you could need support from ABC Accounting personnel outside of business hours, consider purchasing the 24-hour emergency service contract discussed later in this section.

Contracts

ABC Service Contract—In order to provide fast, reliable repair service at a reasonable price, we offer a service contract to all of our customers with ABC equipment. For a low monthly fee we will maintain an inventory of parts and equipment to keep your system operating. Our intent is to have your system operating as quickly as possible after we are notified. There will be no charge for non-expendable parts to get the equipment operating or for the labor to replace them. If the repairs cannot be made within reasonable time, we will provide temporary replacement equipment.
(Customers with equipment not covered by a service contract may rent replacement equipment from us if it is available. We reserve the right to pick up such equipment if it is needed by a customer with a service contract.)

Note: Travel time and expense to and from your place of business may be additional charges. If a service contract is not purchased before our normal one-year warranty is expired, the equipment must be inspected and/or repaired at regular time and material rates.

Items not covered by a contract:

- Labor and parts for expendable items, such as floppy diskettes, printer ribbons, print heads, toner cartridges and drums.
- Items with damage from lightning, misuse, or abuse.
- Data and information loss, and time for recovering data backups.
- Travel time and expense to and from your place of business may be charged.

24 Hour Emergency Support Contract—A special service contract can be purchased offering 24 hour emergency support. Service contracts will be billed 30 days before the period covered and must be paid by the start of the period for the contract to be valid. Service contracts in excess of $100.00 per month will be billed each month. Other service contracts will be billed quarterly.

Introduction to ABC Accounting

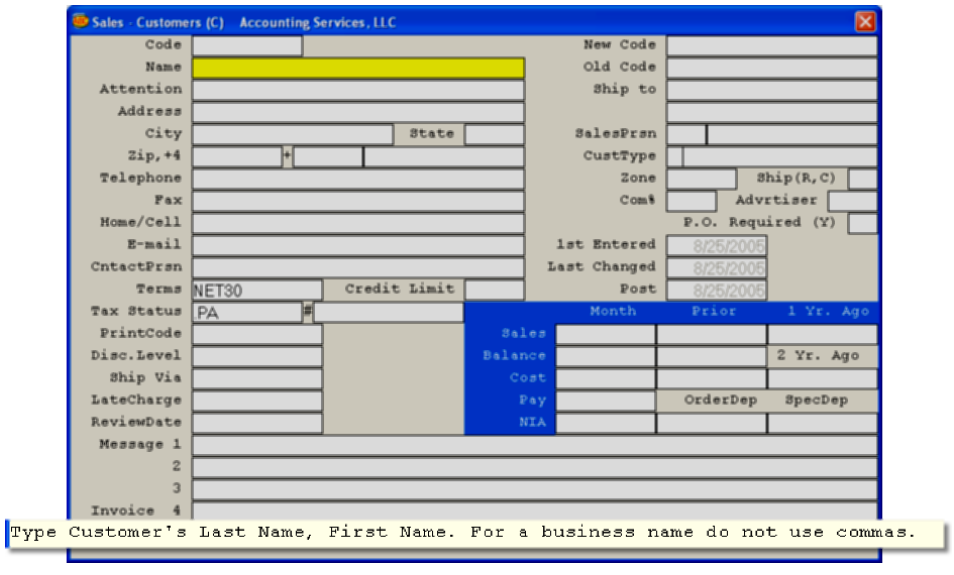
ABC Accounting Software Introduction

Welcome to ABC Accounting software. We think you made a good choice for your business when you bought our software. But there's always that learning curve in getting started. And we find that our customers not only have questions about how to move around in the program, but also what the proper accounting procedures are in general. So we are going to give you a few basic tips here. And then if you have more questions, you can always give us a call. Our goal is that your business "paperwork" is accurate, efficient, and not too challenging.

ABC Accounting Software Helps and Resources

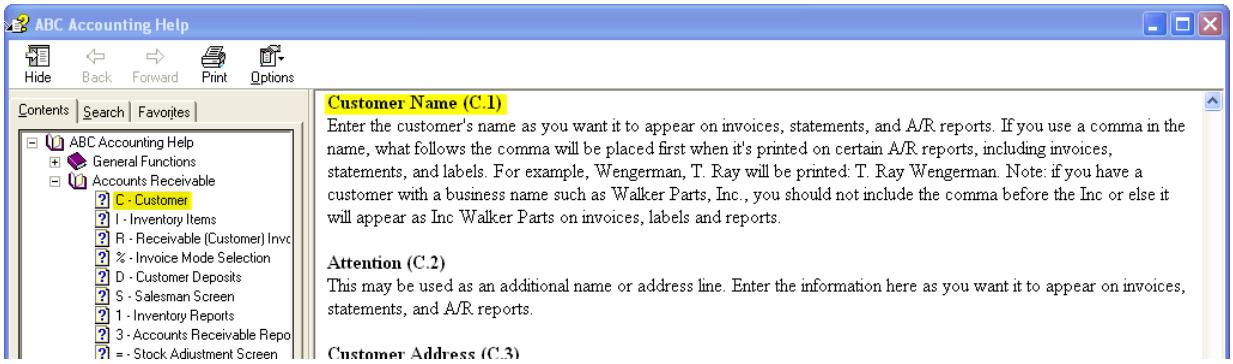
Quick Help Message Line

There are a multitude of available fields for your use. But sometimes the field name doesn't tell you all you need to know about the data that should be entered there. So we have built in a quick help line for each field—a line of text at the bottom of the screen that gives you basic information about the field you are currently in. So before you panic, take the time to glance at the bottom of the screen. The help line should help you get your bearings quickly.



F1 Help

If the quick help line still leaves you with unanswered questions, press **F1** for more detailed information. Wherever you are, on any field of any screen, you can press **F1** for further help.


ABC Accounting Help
Hide
Back
Forward
Print
Options
Contents
Search
Favorites
ABC Accounting Help
General Functions
Accounts Receivable
C - Customer
I - Inventory Items
R - Receivable (Customer) Invc
% - Invoice Mode Selection
D - Customer Deposits
S - Salesman Screen
1 - Inventory Reports
3 - Accounts Receivable Repo
= - Stock Adjustment Screen
Customer Name (C.1)
Enter the customer's name as you want it to appear on invoices, statements, and A/R reports. If you use a comma in the name, what follows the comma will be placed first when it's printed on certain A/R reports, including invoices, statements, and labels. For example, Wengerman, T. Ray will be printed: T. Ray Wengerman. Note: if you have a customer with a business name such as Walker Parts, Inc., you should not include the comma before the Inc or else it will appear as Inc Walker Parts on invoices, labels and reports.
Attention (C.2)
This may be used as an additional name or address line. Enter the information here as you want it to appear on invoices, statements, and A/R reports.
Customer Address (C.3)

Notice that pressing **F1** on the Customer Name field (as in the previous example) brought us directly to customer screen helps with the Customer Name field help at the top of the page.

If you have further questions, you can also go to the tabs at the left hand side of the help screen and navigate your way through the **Contents** or do a **Search** for the subject of your choice.

User's Manual

Another help at your fingertips is the ABC Accounting User's Manual—a 600-page detailed help guide that gives you pretty much the same helps that you would find with **F1**, but in an indexed format and printed out for those who would rather read on paper.

Keyboard Strip

You have probably noticed the keyboard strips that come with every ABC keyboard. These strips are your cheat sheet for quick hot keys that can be used in this program. If for some reason your keyboard doesn't have the hotkey keyboard strip attached, feel free to give us a call and ask for some.

Finding Your Way Around the ABC Accounting Program

We are pleased to be able to introduce you to the ABC windows environment so that whether you are totally new to ABC or accustomed to our other accounting software, you will feel right at home in the windows client environment.

Title Bar

As is implied, the title of the program is displayed on the Title Bar. You will also see the close, minimize, and maximize buttons on the Title Bar.

Menu Bar

The Menu Bar displays a variety of menus, such as File, Tools, and Edit. As you move from screen to screen in the program, you will notice the Menu Bar changes to display only the menus that are applicable to the screen you are currently using.

These menus list options (and tell you which hot keys you could use) to manage and manipulate the data you are working with.

Following is a list of the common menus and some interesting features found in them.

- **File Menu**

The File Menu allows you to manage the particular file or screen you are currently working on. Some of the options commonly available are **Ctrl+N** to access a blank (New) record, and **F9** to save a record.

- **Load Menu**

The Load Menu allows you to load existing information to the current record. Some common load options are **F7** to index backwards through the previous records you had entered here, **Ctrl+D** to duplicate another record, or **Ctrl+L** to load the **L**ast used vendor or customer.

- **Edit Menu**

The Edit Menu contains options for editing the record you are on, such as **Ctrl+C** to copy a line or **Ctrl+Z** to undo changes made to a line.

❖ Tools Menu

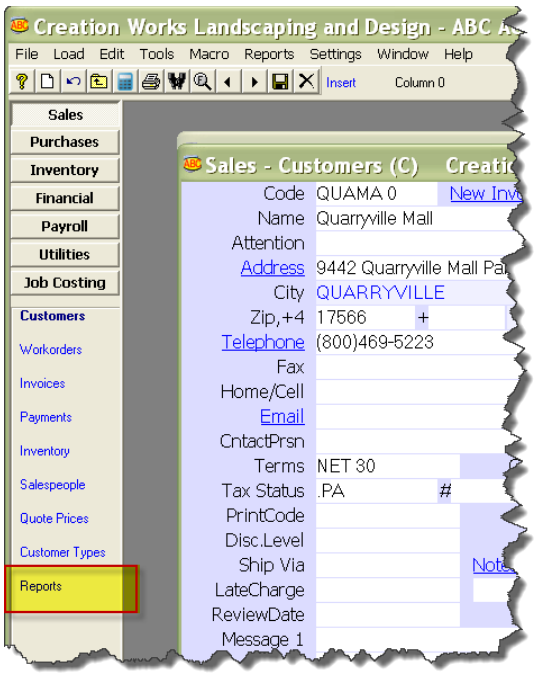
The Tools Menu gives you a such choices as **Ctrl+J**, which allows you to write a journal entry for the record you are on, **Ctrl+T**, which initiates telephone dialing, or **Shift+F3** to bring up the calculator.

❖ Macro Menu

The Macro Menu lists the various macros and call keys that have been programmed for the screen you are working on or for your system. Macros can be created to do repetitive data entry tasks. If you feel you would like a macro programmed for you, call your ABC Accounting representative or come to one of our macro creating seminars.

❖ Reports Menu

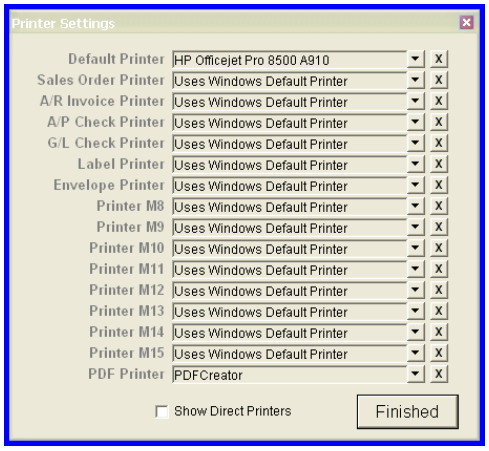
The Reports Menu lists some of the most common reports that use data from the screen you are currently in. To access more detailed report options, click on the report link for the module you are currently in.



❖ Settings Menu

The Settings Menu has several new features that allow you to control the look, and even the sound, of your software. It also has other basic configuration settings.

- You may choose which printers may be used for which processes.



- You may check for automatic updates.
- You may choose to turn the Tool Bar on or off.
- You may choose to have the Modules and Screens Tabs showing vertically or horizontally.
- You may choose to turn the Format Money Fields option on or off. (When it is turned on, a decimal point is automatically added. When it is off, you have to type the decimal point in as well as the number.)
- You may choose to turn the borders around fields on or off.
- You may decide whether to have shaded lines on repeating fields.
- You may show or hide how many documents are listed in the Add Docs button at the lower, left hand side of the screen. (See Add Docs help.)
- You may choose and even create (import/export) color schemes to change the looks of your ABC Accounting software.
- You may restore prior settings.

- You may set up some advanced options, like sound effects, error and usage reports, bar code configuration, and credit card configuration.

- You may configure your TAPI telephone dialing software.

- And you can even delete your connection information. (Be prepared to re-enter that information again if you need to connect to ABC support online.)

❖ **Window Menu**

The Cascade and Tile options allows you to arrange multiple screens or panes that you have open in an organized fashion.

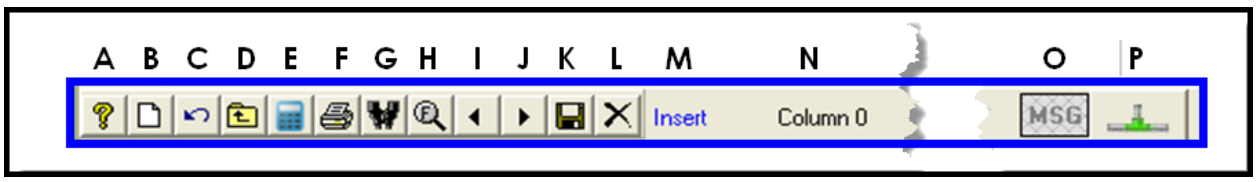
A list of all open screens is shown at the bottom of this menu, with the screen most currently accessed check marked.

❖ **Help Menu**

The Help Menu has general helps as well as helps relevant to the screen you are currently using. Clicking on a help option takes you into the universal ABC help mode with the section requested ready for perusal.

The Help Menu also has a very important new feature that you will want to become familiar with. If at any time you need ABC's technicians to view what is happening (in real time) on your computer, you will need to go to the Help Menu and choose the **Connect to ABC Software** Support option. The ABC technician will tell you which option to choose for the remote connection.

Tool Bar



A. Help (**F1**)
B. New (Ctrl+N)
C. Undo (**Ctrl+Z**)

D. Up One Level (**Esc**)
E. Calculator **(Shift+F3**)
F. Print (**Ctrl+P**)
G. Lookup (**F6**)
H. Search (**Ctrl+F**)
I. Index Back (**F7**)
J. Index Forward (**F8**)
K. Save (**F9**)
L. Delete (**Shift+F9**)
M. Insert/Overstrike Mode
N. Column (This simply tells how many letters/digits you have typed in any particular field.)
O. Message (MSG) This icon blinks red when you have a message waiting for you in the Message (.) screen.
P. This icon shows green when you are connected to the ABC server. It shows a red X when you have been disconnected from the server.

Navigation Bar

The Navigation Bar is found on the left hand side of the screen. It allows you to move easily from Sales Module to Purchasing Module to Payroll Module, etc.

Once you click on a specific module, a list of links will be displayed on the lower part of the Navigation Bar. Click on the link to go to the screen of your choice.

Displayed at the bottom of the Navigation Bar, for most screens, is an "Add Documents" icon. (See Add_Docs for more help.)

- **Sales**

Includes the Customer screen and all the other screens that relate to and revolve around customers.

- **Purchases**

Purchases revolves around the vendors you order and receive from as well as payments to them.

- **Inventory**

Inventory affects both sales and purchases.

- **Financial**

This is the General Ledger module and encompasses your chart of accounts as well as the ledger entries and a number of reports for financial statements.

- **Payroll**

Payroll deals with tax and wage setup, employee setup, and issuing paychecks.

- **Utilities**

Utilities offers such tools as a word processor, a zip code file, and basic company setup.

- **Add Docs**

You now have the ability to add documents to any record—blueprints, pictures, word documents, etc.

To add a document, go to the record for which you want the document.

Then click on Add Docs. (If you have never used the Add Docs tool before, you will want to right click, choose Acquire Documents, and then choose where you want the documents to be gotten from—camera/scanner or folders.)

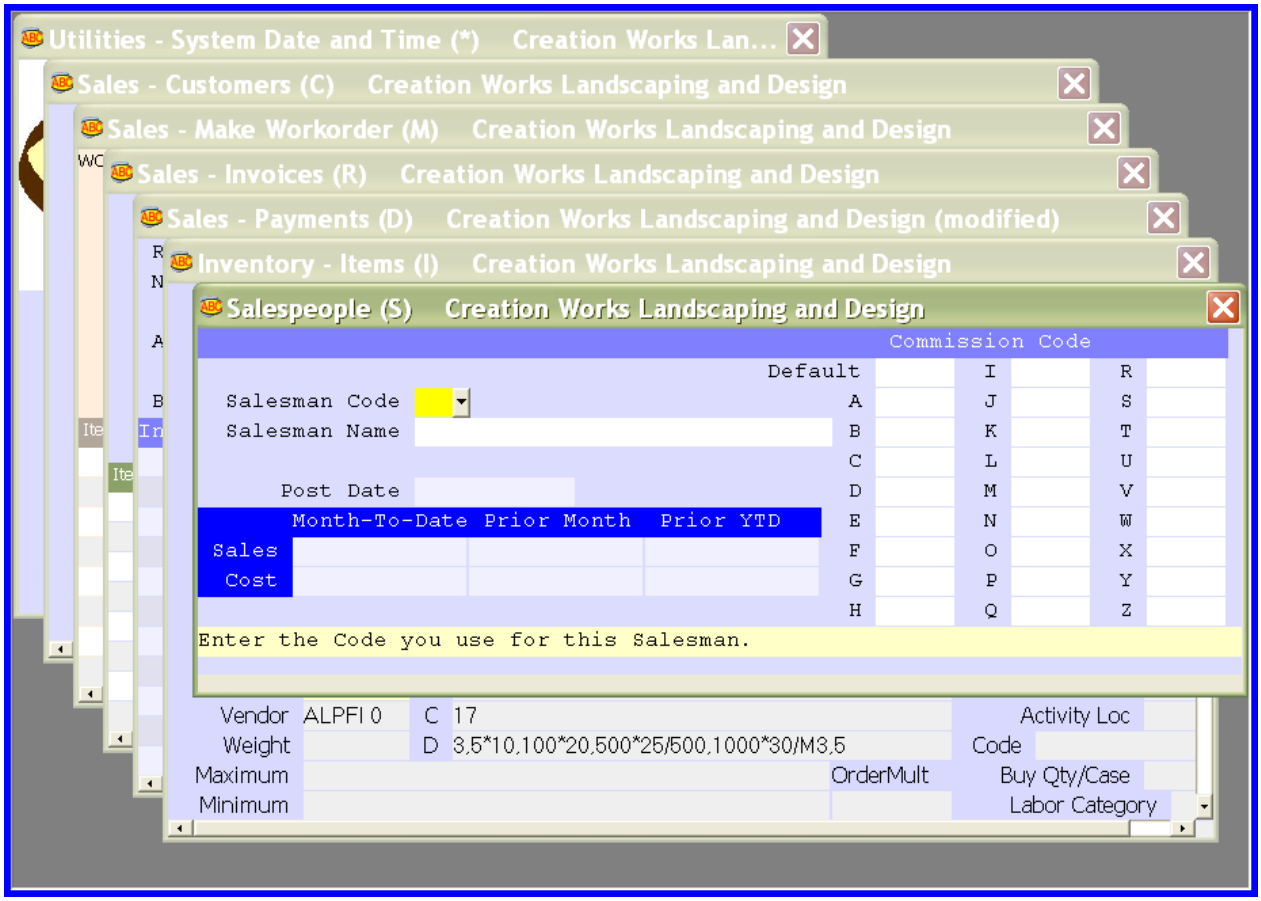
Select the document you wish to add to this record. Instead of saying "0 Docs," the little box will read "1 Doc" (provided you have the Count Docs setting enabled on the Settings Menu).

To view documents that have been added to this record, simply click on the Add Docs box (not the link).

Documents are saved under ABC Software\ABC Documents\Doc Manager. A folder is automatically created for the screen you are on and individual folders are added under that for the record you are on.

Work Pane

The work pane is the area where the screens you are accessing will appear. You may have multiple screens open simultaneously in this area. Click on the frame of any screen you want to work on to bring it to the foreground. If you want the various windows cascaded, go to the Window help and choose Cascade.



ABC Accounting Basic Setup

ABC Windows client lends itself toward quick learning and navigation skills. So we feel confident, now that you have had an introduction to the ABC

environment, that you will soon pick up on the easy-to-use data entry features of this software.

Following is a quick tutorial leading you through the simple steps of data entry in primary screens. Complete this tutorial and you will learn the ropes for making out customer invoices and paying your bills in no time.

Entering Customers

In the Customer screen, information is entered about each customer that will be accessed by other screens in creating work orders, invoices, or deposit entries.

1. Select **Sales** on the Navigation Bar and click on the **Customer** option.
2. Press **Ctrl+N** so that you have a blank screen to create a **N**ew entry.
3. In the Name field, type the Customer name as in a phone book—Last, First M.
4. Be sure to include a comma between last name and first name.
5. Do not include commas in company names such as Jones Inc.
6. Using all capital letters for name and address complies with postal requirements for second-class mail.
7. In the Address field, type the Street address and/or PO Box #.
8. Don't worry about City and State. Type the zip code (without the 4-digit extension) in the Zip Code field. When you press **Enter**, the City and State should appear automatically if they have been entered in the Zip Code screen.
9. In the Telephone # field, you may enter the 10-digit phone # with no spaces, and the computer automatically formats it for you.
10. In the Terms field, enter the Terms for this customer. Besides CASH, there are options such as NET 30. (See the F1 help for more options.)
11. In the Tax Status field, enter the Customer's tax code. This code is the two-character postal code for the state he lives in preceded by a dot(.). If he is tax exempt, conclude this code with a slash (/).
12. Fill in any other desired fields save the customer record.

Entering Vendors

The Vendor screen stores information out each vendor. This information is accessed as you create purchase orders and bills or when you write checks to pay for the bills.

1. Select **Purchases** on the Navigation Bar and click on the **Vendor** option.
2. Press **Ctrl+N** so that you have a blank screen to create a **N**ew entry.
3. In the Name field, type the Vendor name as it would appear in a phone book—Last, First M.
4. Be sure to include a comma between last name and first name.
5. Do not include commas in company names such as Jones Inc.
6. Using all capital letters for name and address complies with postal requirements for second-class mail.
7. In the Address field, type the Street address and/or PO Box # as you want it to appear on checks.
8. Don't worry about City and State. Type the zip code (without the 4-digit extension) in the Zip code field. When you press **Enter**, the City and State should appear automatically in the Zip Code screen.
9. In the Telephone # field, you may enter the 10-digit phone # with no spaces. The computer automatically formats it for you.
10. There are a number of available fields which you may or may not choose to use. Become familiar with them as you wish by reading the message bar at the bottom of the screen or pressing **F1** on any field for detailed help. Below we will touch on a few of the fields that are more commonly used.
11. If you will be creating 1099s for this Vendor, go to the No1099, Inc, Sub field and enter the correct character. (See F1 for detailed information.)
12. Enter the Federal Employer Identification # or the FICA # for this Vendor.
13. When you press **F6** with your cursor in the Terms field, a window appears for entering the Vendor's terms. To return to the main screen without entering or editing terms, press **F5**. Press **F1** for detailed help on setting up terms.
14. The Auto-Pay field carries across to the Bill Entry screen, defining whether you will pay a vendor's bills automatically or manually. If you normally enter a shipping ticket for the vendor first, you may choose the **S** option. Press **F1** for detailed help.
15. The G/L #s field is a very efficient tool in creating bills or writing checks from the Ledger Entry screen. Enter the G/L #s commonly used with this vendor, separated by commas. You may also enter inventory codes here, separated by commas and preceded by an apostrophe (').
16. Fill in any other desired fields and save the vendor record.

Entering Inventory Items

In order to sell something to your customer, you must have something to sell. The Items screen is accessed by both Sales and Purchases and is a very important screen in the ABC system.

1. Select **Inventory** on the Navigation Bar and click on the **Items** option.
2. Press **Ctrl+N** so that you have a blank screen to create a **N**ew entry.
3. In the Item # field you will want to enter a reference # for the item you are entering. At times the item # is simply a part number with a two-letter prefix, such as JD55WP772 for a John Deere part. Or sometimes the item # is a user generated code, such as EBPRD20 for Eversharp Ballpoint Pens Red 20. If you have multiple items in several main categories, try using a numbering system. (For example, any item # beginning with 2 is office supplies. Any item # beginning with 3 is paper supplies. Item #s beginning with 4 is office furniture, etc.) Check the help screens for further direction.
4. Enter a description for your code in the Description field, such as John Deere Mower Blade # 55WP772 or 20 Red Eversharp Ballpoint Pens.
5. In the Vendor field, enter the code of the Vendor you usually order this item from.
6. There are 3 alternative Item # and Vendor fields in case you have several major suppliers for this item. Enter the Vendor's Item # first, then a space, and then the Vendor code as set up on the Vendor screen.
7. In the List field, enter the selling price of the item.
8. Enter your cost for this item in the Cost field.
9. The Sale G/L # field is used to assign a sales category to each item. This # carries across to the Invoicing and Bill entry screens. Our standard G/L # for Sales is 5000.
10. Fill in any other fields as desired, using the help line at the bottom of the screen or **F1** for detailed instructions.
11. Press **F9** to save your work.

ABC Accounting Basic Functions

Entering Invoices for Customers

1. Select **Sales** on the Navigation Bar and click on the **Invoices** option.

2. In the Customer field, enter the code of the customer you are creating this invoice for. (If you are simply making a cash sale without attaching a particular customer name, use the CASH customer code.)
3. You may enter any desired information in the rest of the fields on the top part of the screen. None are required entries. The message line at the bottom of the screen gives helps for each one. Or press **F1** for help.
4. Press **Page Down** to get to the lower part of the screen, and your cursor is placed in the Item # field, ready for you to enter an item code from the Inventory screen. Press **F6** if you want a lookup of item codes.
5. If you want to type a remark in this field rather than choosing an item #, you may do so. Just make sure you put a period (.) at the end of the remark so that the computer accepts it.
6. The description and price for the item will fill in automatically, if that information was entered properly on the Inventory screen. You may change the price manually here, if needed.
7. Enter the appropriate # in the Order and Ship fields and press **Enter** to get to the next Item line. (You may choose to simply enter the amount sold in the Ship field. That is perfectly all right.)

Entering Payments From Customers on the POS Screen

When you press **F9** on an invoice, the Point of Sale screen pops up, allowing you to enter the payment immediately.

You may choose the correct payment method by selecting one of the options shown. (For example: **1** for Cash or **4** for Credit Card.)

1. Enter the Amount Tendered in the correct field.
2. When you press Enter, any amount to be returned to the customer is shown in the Change field.
3. The cursor then returns to the Payment and Print option allowing you to choose **R** to print a receipt, **P** to print an invoice, or **S** to save without printing.
4. The transaction is complete.

Entering Customer Payments on the Payments Screen

1. Select **Sales** on the Navigation Bar and click on the **Payments** option.
2. In the Customer # field, enter the code of the customer you are entering this payment for and press **Enter** to go to the Pay Type field.
3. Enter the type of payment here. For example: **C** is used for **C**ash and **#** is used for Check. Press **F6** for further options.
4. Enter the check # or credit card # in the Check # field.
5. Enter the amount received in the Check Amount field.
6. Pressing **Alt+Z** applies the payment to the oldest invoices first. If you want to apply particular amounts to particular invoices, go to the Payment Applied field in the lower part of the screen and enter the amount desired beside the invoice of your choice.

Creating a Deposit Slip From the Payments Screen

1. When you are ready to deposit the cash and checks you have received over a given period of time, go to the Payments screen and press **F7** once to get to the last deposit entered.
2. In the Deposit Total field, enter a **Y** to show that you are ready to print a Deposit slip.
3. When you press **F9** on that Deposit, a message appears advising you of the deposit total and asking if you want to print the deposit ticket. Press **Y** for **Y**es.

Creating Purchase Orders

1. Select **Purchases** on the Navigation Bar and click on the **Purchase Orders** option.
2. In the Vendor # field, enter the code of the Vendor you are ordering from. This pulls all pertinent data from the Vendor screen.
3. Press **Page Down** to get to the lower part of the screen.
4. In the Our Item # field, enter the Inventory code for the item you wish to purchase. Press **F6** for a lookup of available codes.
5. When you select an item, the Vendor's item # should appear in the "Your Item #" box. If the item # is not correct, you can press **Alt+G** to scroll through the available item #s listed in the Vendor and Item # field of that item entry. Or add a new number if that one is not listed.
6. Enter the quantity you wish to order in the Quantity field.

7. Most of the other fields should fill in automatically from information that was entered in the Inventory and Vendor screens. If there are fields you want to change, you may do that now. Fill in any other desired fields and press **F9** to save this order.

Entering a Bill From a Vendor

1. Go to the **Purchases** tab and select **Bills**.
2. Enter the Vendor code in the Vendor field.
3. As soon as you press **Enter**, a lookup box appears, allowing you to view all open orders from that vendor. Click on the correct order.
4. Press **1** on the message asking if you want to add the items from this order to the bill.
5. Enter the Invoice Amount in the Invoice Amount field. (If this is only a shipping ticket with no invoice amount, go on to step 6.)
6. If you only received a shipping ticket along with your shipment, enter an **S** in the Pay Code Y,N,S,F field. If you are entering an invoice, enter **Y** here.
7. Enter the vendor's invoice # in the Invoice Number field.
8. Make sure an invoice date, a due date, and a receive date are entered.
9. Visually check over the order information to be sure you received all you ordered.
10. If you received a partial shipment, adjust the quantity to reflect this.
11. If some items did not yet arrive at all, press **Ctrl+E** on the line of that item. This returns it to the Purchase Order, so it can be accessed next time you enter a bill from this vendor.
12. Adjust the prices manually if needed.
13. Add any extra items, such as freight, that may not have been included on the Order but that are shown on the bill. Save your work.

Writing Out Checks to Pay Your Vendors

1. Select **Purchases** on the Navigation Bar and click on the **Write Checks** option.
2. Choose the ledger you want to use for printing checks. Either press **Enter** to accept the default ledger or type the correct ledger # and press **Enter**.
3. Make sure that the starting check # agrees with the check in your printer. If it does, press **Enter**. Otherwise, correct the number and press **Enter**.

4. Press **Enter** to accept the check date, or type in the date you want to appear on the checks.
5. The Pay-To Date field is entered by default but may be changed if desired. The computer uses this date to select bills to be paid. If you want to pay all bills up to a certain date, enter that date here.
6. By default, the Discount Claim Date field is the same as the program date.
7. After the dates are set, choose option **1** to create a list of open bills.
8. The computer lists all vendors that have open bills. Use **Alt+T**once to display the open bills for each vendor. Use **Alt+T** the second time to see any serial # items on bills that have been set up to be paid by serial #.
9. Select all due bills by pressing **+** on the top line.
10. Select all due bills for a particular vendor by pressing **+** on the line with the vendor's name.
11. Select all the serial # items on a bill that is due by pressing **+** on the line with the bill #.
12. Use ***** on the top line to select all open bills.
13. Bills can also be selected individually by pressing ***** in the Payment column of the bill you want to pay.
14. Discounts can be taken manually by typing a discount amount in the last column.
15. Exit the bill list by pressing **F5**.
16. **Option 3** should be displayed by default. If it is, press **Enter** to print the checks. If for some reason it is not, enter a **3** in the Choose Option field and press **Enter**.
17. When you press **Enter** on option 3, a pop-up message asks, "Do you have checks in the printer and are you ready to print?"

Efficiency Tips

Default Records

Default Records are set up to automatically record information that you want the computer to take for granted unless it is told differently. Setting up a default record saves the operator from entering the same information again and again.

Follow these steps for setting up a default customer record.

1. Type the double quote (") as the Customer Code. Press **Enter**.
2. Type in any information which is the same for all or many of the Customers that you want to enter. For example, enter **NET 30** in Terms (meaning that the customer will be billed in 30 days) and your state tax code in the Tax Status field (.PA for Pennsylvania state tax).
3. Press **F9** to save.
4. Terms and Tax Status will load automatically for all the customers you enter after having set up the default record.
5. Default records can be set up in the same way on the C, E, I, N, S, and V screens.

Duplicating Records

If you want to enter the same, or almost the same, information under a different code, type in the new code and press **Ctrl+D**. The computer will bring up an *Enter Code of Data to Duplicate* message. Enter the code. This transfers most of the basic field information. It does not transfer information from posted fields.

(Posted fields are those which receive information automatically from other screens rather than information which you enter manually.)

Transferring Records

This feature is used to transfer data from one screen to another. This could come in handy if one of your employees is also one of your customers or a vendor. To transfer his information from one screen to another, follow these simple steps.

Go to the screen that has the record you want to transfer. Find the record to be transferred and press **Alt+Y**. The computer brings up a *Transfer Customer to (V)endor, (N)ame or (E)mployee* message (if you are currently in the Customer screen). Press **V**, **N**, or **E** to transfer the record to the appropriate screen. This allows you to transfer the name, address, and phone number to any of these screens.

Utilities

Lookup Window (F6)

Fields with a drop-down arrow on the right are designed so that you can easily access data bases related to that field. Click on the arrow or press **F6** to drop down the Lookup box.

To navigate the data shown in the Lookup box, use your mouse, the **Up** and **Down** arrows, or the **Page Up** and **Page Down** keys.

Helps Accessed From the F6 Lookup Screen

Tools Help (Lookup Screen)

Alt+A—On many Lookup screens you have the option to **A**dd a new record (customer, item, vendor, G/L # and so on) by using **Alt+A**. You will be taken to the screen where that kind of record is created to enter the necessary data.

One example of this may be when you go to make up an Invoice for a customer. You bring up a new invoice and prepare to enter the customer's name. You press **F6** for a lookup of all customer's names in the system. Upon searching you discover this customer has no records in your system. So you press **Alt+A** while still on the Lookup screen. The program dumps you into the Customer screen to set up a new record. As soon as you save the new customer record, the program returns to the Invoices screen with the new customer added.

Ctrl+P—**P**rints the information accessed on the Lookup screen. You are given the message "*Print All Records. Use Alt+M to Mark Beginning. Enter Device P, 0—9, W, D*." Ignore most of that and simply choose **P** or enter the printer # to print the entire list.

To print a partial list, follow these steps:

- Place the cursor where you want the printing to begin and press **Alt+M**.
- Place the cursor where you want the printing to end and press **Ctrl+P**.
- Enter **P** or the printer # to **p**rint the partial list.

Other Print Options

MyPrinter= Print to your personal printer. (Must be set up for printing from ABC Accounting.)

Browser=Print this information to my local browser so that I can view it in another window.

A less commonly used option:

W=Print to ABC Accounting's Text Editor

- PRINTING TO THE WORD PROCESSOR—If you select W to print to the Word Processor screen, a message appears at the bottom of the screen, "*Enter Word Processor File Code, or Enter to Abort*." Enter the code you want this report to appear under in the Word Processor screen. When you press **Enter**, the computer asks for confirmation. Press **Y**. NOTE: If you use the same code you had chosen for a previous report, the computer WILL OVERWRITE IT.

  To see the report that the computer printed to the Word Processor screen, press **F10** and then **W**. If the report is not on the screen, type the code you had selected and press **Enter**. The computer uses as many Word Processor records as needed to print the whole report. Each record will have the selected code followed by a number, starting with 001. This option allows you to view your report on the screen and make any changes to it as you desire. If you want to print it, you can do so with the **Ctrl+P** command.

Find Field in the Lookup Box

There is a *Find* box located on the upper right of the Lookup screen, allowing you to search for information in any of the fields displayed on the Lookup screen.

For example, the F6 Lookup for Customers includes information from the Code, Name, Address, and Phone fields. You are looking for a Customer, but you can only remember the name of the road he lives on. Rather than scrolling up and down through all the records listed:

1. Go to the Find field.

2. Type in the name of the road.

3. As you type, records are sorted and filtered.

4. When you see the record you are looking for, click on it.

5. If the information you entered is common to many records, think of some other bit of information, press the space bar after the street name or whatever you just entered, and start typing in further info. The records continue to be filtered by this additional criteria.

NOTE: The Find function looks for **exact** matches. If the phone number sought for is 827-7781, a search using 777 will not find the number, but a search using 7-77 would find it. If the phone number is (717) 277-7222, you will not find it by typing 717-277-7222.

System Date and Time (*)

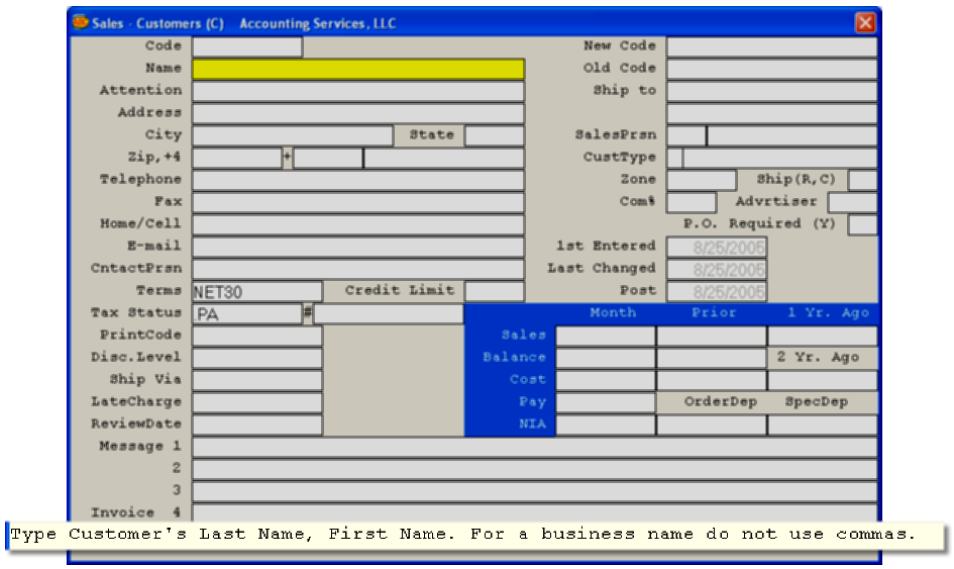
ABC Accounting Software Introduction

Welcome to ABC Accounting software. We think you made a good choice for your business when you bought our software. But there's always that learning curve in getting started. And we find that our customers not only have questions about how to move around in the program, but also what the proper accounting procedures are in general. So we are going to give you a few basic tips here. And then if you have more questions, you can always give us a call. Our goal is that your business "paperwork" is accurate, efficient, and not too challenging.

ABC Accounting Software Helps and Resources

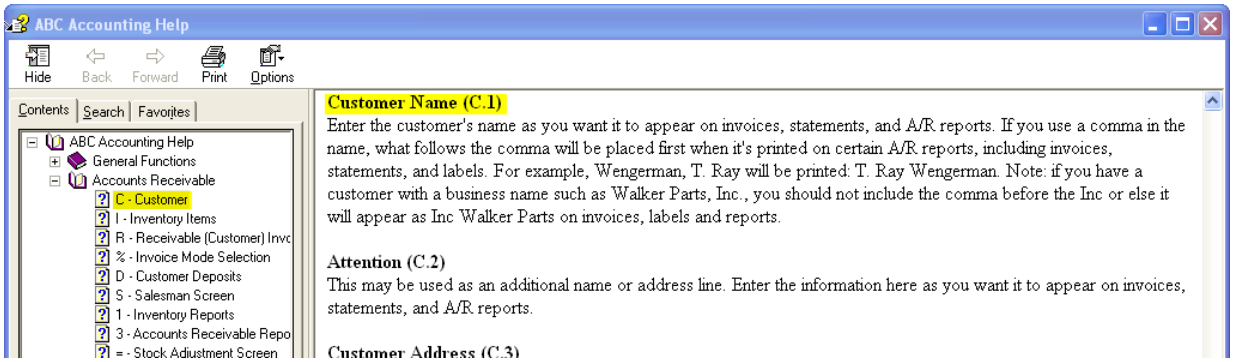
Quick Help Message Line

There are a multitude of available fields for your use. But sometimes the field name doesn't tell you all you need to know about the data that should be entered there. So we have built in a quick help line for each field—a line of text at the bottom of the screen that gives you basic information about the field you are currently in. So before you panic, take the time to glance at the bottom of the screen. The help line should help you get your bearings quickly.



F1 Help

If the quick help line still leaves you with unanswered questions, press **F1** for more detailed information. Wherever you are, on any field of any screen, you can press **F1** for further help.


ABC Accounting Help
Hide
Back
Forward
Print
Options
Contents
Search
Favorites
ABC Accounting Help
General Functions
Accounts Receivable
C - Customer
I - Inventory Items
R - Receivable (Customer) Invc
% - Invoice Mode Selection
D - Customer Deposits
S - Salesman Screen
1 - Inventory Reports
3 - Accounts Receivable Repo
= - Stock Adjustment Screen
Customer Name (C.1)
Enter the customer's name as you want it to appear on invoices, statements, and A/R reports. If you use a comma in the name, what follows the comma will be placed first when it's printed on certain A/R reports, including invoices, statements, and labels. For example, Wengerman, T. Ray will be printed: T. Ray Wengerman. Note: if you have a customer with a business name such as Walker Parts, Inc., you should not include the comma before the Inc or else it will appear as Inc Walker Parts on invoices, labels and reports.
Attention (C.2)
This may be used as an additional name or address line. Enter the information here as you want it to appear on invoices, statements, and A/R reports.
Customer Address (C.3)

Notice that pressing **F1** on the Customer Name field (as in the previous example) brought us directly to customer screen helps with the Customer Name field help at the top of the page.

If you have further questions, you can also go to the tabs at the left hand side of the help screen and navigate your way through the **Contents** or do a **Search** for the subject of your choice.

User's Manual

Another help at your fingertips is the ABC Accounting User's Manual—a 600-page detailed help guide that gives you pretty much the same helps that you would find with **F1**, but in an indexed format and printed out for those who would rather read on paper.

Keyboard Strip

You have probably noticed the keyboard strips that come with every ABC keyboard. These strips are your cheat sheet for quick hot keys that can be used in this program. If for some reason your keyboard doesn't have the hotkey keyboard strip attached, feel free to give us a call and ask for some.

Finding Your Way Around the ABC Accounting Program

We are pleased to be able to introduce you to the ABC windows environment so that whether you are totally new to ABC or accustomed to our other accounting software, you will feel right at home in the windows client environment.

Title Bar

As is implied, the title of the program is displayed on the Title Bar. You will also see the close, minimize, and maximize buttons on the Title Bar.

Menu Bar

The Menu Bar displays a variety of menus, such as File, Tools, and Edit. As you move from screen to screen in the program, you will notice the Menu Bar changes to display only the menus that are applicable to the screen you are currently using.

These menus list options (and tell you which hot keys you could use) to manage and manipulate the data you are working with.

Following is a list of the common menus and some interesting features found in them.

- **File Menu**

The File Menu allows you to manage the particular file or screen you are currently working on. Some of the options commonly available are **Ctrl+N** to access a blank (New) record, and **F9** to save a record.

- **Load Menu**

The Load Menu allows you to load existing information to the current record. Some common load options are **F7** to index backwards through the previous records you had entered here, **Ctrl+D** to duplicate another record, or **Ctrl+L** to load the **L**ast used vendor or customer.

- **Edit Menu**

The Edit Menu contains options for editing the record you are on, such as **Ctrl+C** to copy a line or **Ctrl+Z** to undo changes made to a line.

❖ Tools Menu

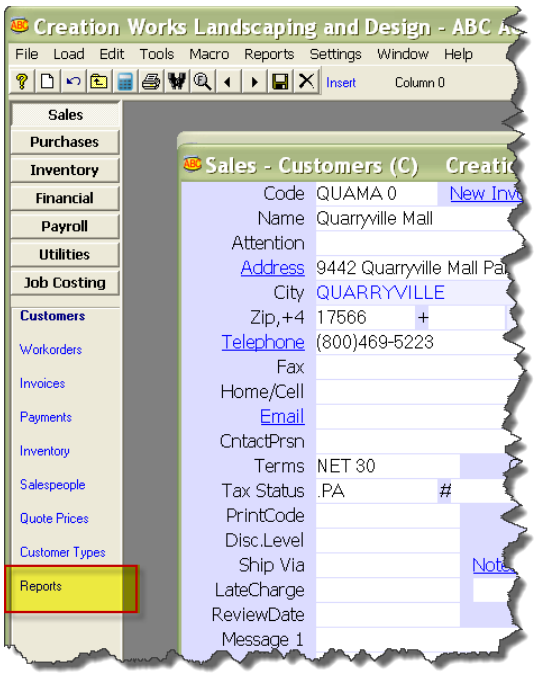
The Tools Menu gives you a such choices as **Ctrl+J**, which allows you to write a journal entry for the record you are on, **Ctrl+T**, which initiates telephone dialing, or **Shift+F3** to bring up the calculator.

❖ Macro Menu

The Macro Menu lists the various macros and call keys that have been programmed for the screen you are working on or for your system. Macros can be created to do repetitive data entry tasks. If you feel you would like a macro programmed for you, call your ABC Accounting representative or come to one of our macro creating seminars.

❖ Reports Menu

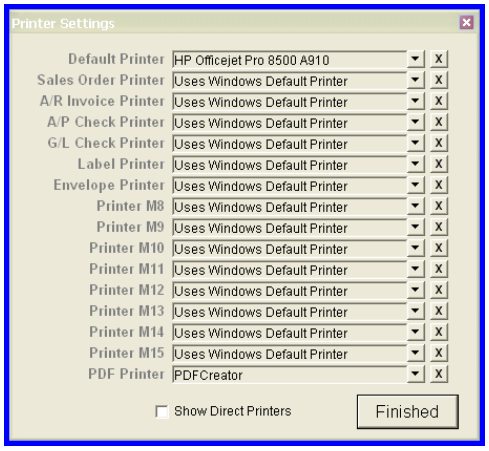
The Reports Menu lists some of the most common reports that use data from the screen you are currently in. To access more detailed report options, click on the report link for the module you are currently in.



❖ Settings Menu

The Settings Menu has several new features that allow you to control the look, and even the sound, of your software. It also has other basic configuration settings.

- You may choose which printers may be used for which processes.



- You may check for automatic updates.
- You may choose to turn the Tool Bar on or off.
- You may choose to have the Modules and Screens Tabs showing vertically or horizontally.
- You may choose to turn the Format Money Fields option on or off. (When it is turned on, a decimal point is automatically added. When it is off, you have to type the decimal point in as well as the number.)
- You may choose to turn the borders around fields on or off.
- You may decide whether to have shaded lines on repeating fields.
- You may show or hide how many documents are listed in the Add Docs button at the lower, left hand side of the screen. (See Add Docs help.)
- You may choose and even create (import/export) color schemes to change the looks of your ABC Accounting software.
- You may restore prior settings.

- You may set up some advanced options, like sound effects, error and usage reports, bar code configuration, and credit card configuration.

- You may configure your TAPI telephone dialing software.

- And you can even delete your connection information. (Be prepared to re-enter that information again if you need to connect to ABC support online.)

❖ **Window Menu**

The Cascade and Tile options allows you to arrange multiple screens or panes that you have open in an organized fashion.

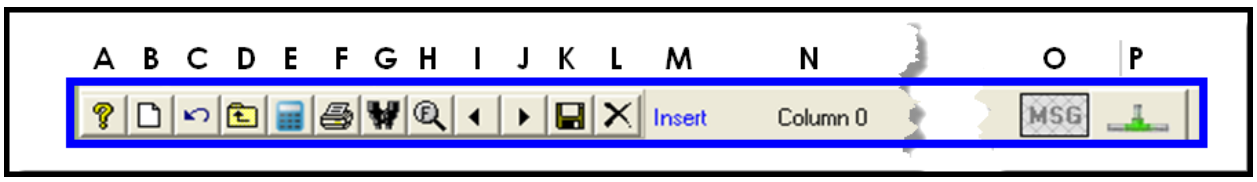
A list of all open screens is shown at the bottom of this menu, with the screen most currently accessed check marked.

❖ **Help Menu**

The Help Menu has general helps as well as helps relevant to the screen you are currently using. Clicking on a help option takes you into the universal ABC help mode with the section requested ready for perusal.

The Help Menu also has a very important new feature that you will want to become familiar with. If at any time you need ABC's technicians to view what is happening (in real time) on your computer, you will need to go to the Help Menu and choose the **Connect to ABC Software** Support option. The ABC technician will tell you which option to choose for the remote connection.

Tool Bar



Q. Help (**F1**)
R. New (Ctrl+N)
S. Undo (**Ctrl+Z**)

T. Up One Level (**Esc**)
U. Calculator **(Shift+F3**)
V. Print (**Ctrl+P**)
W. Lookup (**F6**)
X. Search (**Ctrl+F**)
Y. Index Back (**F7**)
Z. Index Forward (**F8**)
AA. Save (**F9**)
BB. Delete (**Shift+F9**)
CC. Insert/Overstrike Mode
DD. Column (This simply tells how many letters/digits you have typed in any particular field.)
EE. Message (MSG) This icon blinks red when you have a message waiting for you in the Message (.) screen.
FF. This icon shows green when you are connected to the ABC server. It shows a red X when you have been disconnected from the server.

Navigation Bar

The Navigation Bar is found on the left hand side of the screen. It allows you to move easily from Sales Module to Purchasing Module to Payroll Module, etc.

Once you click on a specific module, a list of links will be displayed on the lower part of the Navigation Bar. Click on the link to go to the screen of your choice.

Displayed at the bottom of the Navigation Bar, for most screens, is an "Add Documents" icon. (See Add_Docs for more help.)

- **Sales**

Includes the Customer screen and all the other screens that relate to and revolve around customers.

- **Purchases**

Purchases revolves around the vendors you order and receive from as well as payments to them.

- **Inventory**

Inventory affects both sales and purchases.

- **Financial**

This is the General Ledger module and encompasses your chart of accounts as well as the ledger entries and a number of reports for financial statements.

- **Payroll**

Payroll deals with tax and wage setup, employee setup, and issuing paychecks.

- **Utilities**

Utilities offers such tools as a word processor, a zip code file, and basic company setup.

- **Add Docs**

You now have the ability to add documents to any record—blueprints, pictures, word documents, etc.

To add a document, go to the record for which you want the document.

Then click on Add Docs. (If you have never used the Add Docs tool before, you will want to right click, choose Acquire Documents, and then choose where you want the documents to be gotten from—camera/scanner or folders.)

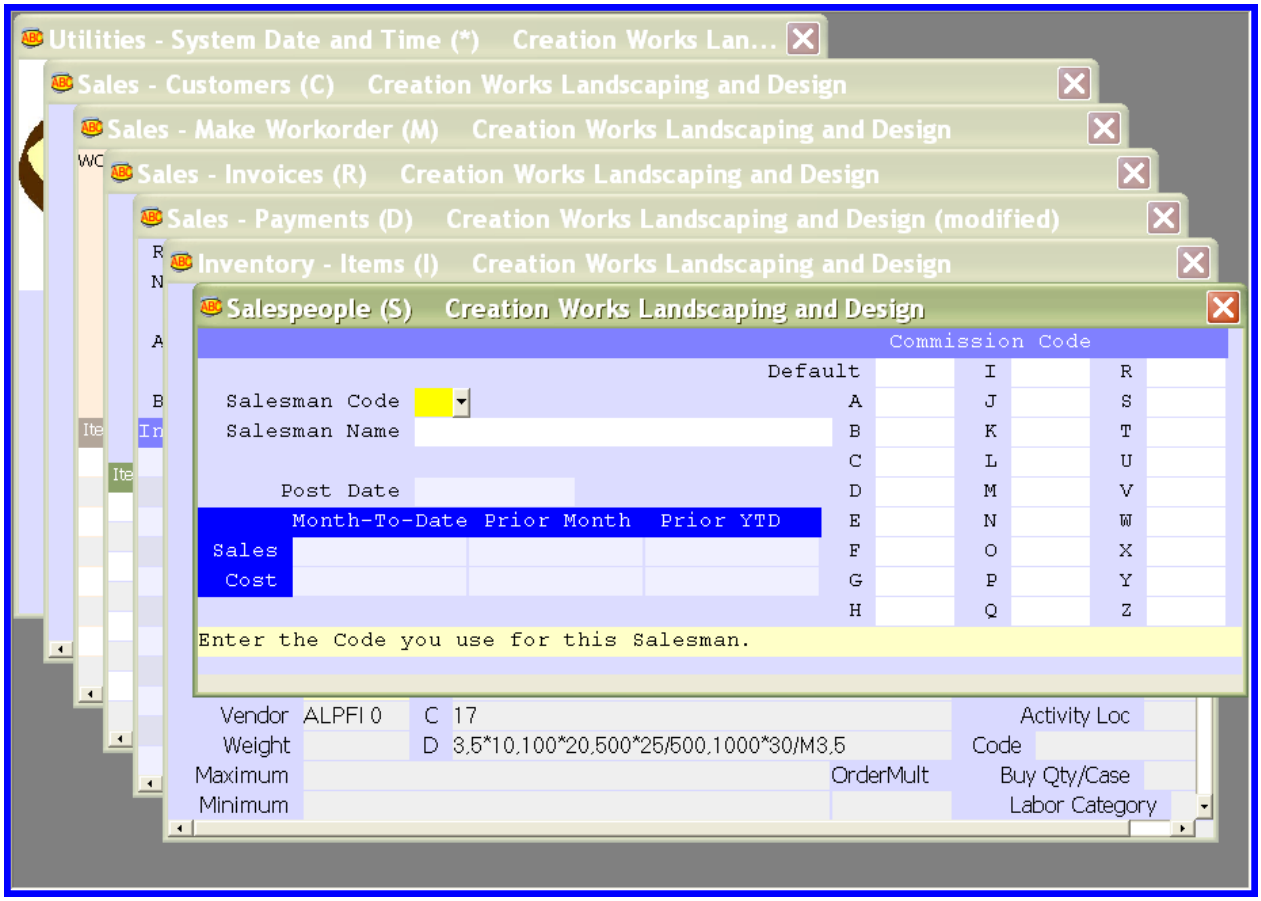
Select the document you wish to add to this record. Instead of saying "0 Docs," the little box will read "1 Doc" (provided you have the Count Docs setting enabled on the Settings Menu).

To view documents that have been added to this record, simply click on the Add Docs box (not the link).

Documents are saved under ABC Software\ABC Documents\Doc Manager. A folder is automatically created for the screen you are on and individual folders are added under that for the record you are on.

Work Pane

The work pane is the area where the screens you are accessing will appear. You may have multiple screens open simultaneously in this area. Click on the frame of any screen you want to work on to bring it to the foreground. If you want the various windows cascaded, go to the Window help and choose Cascade.



ABC Accounting Basic Setup

ABC Windows client lends itself toward quick learning and navigation skills. So we feel confident, now that you have had an introduction to the ABC

environment, that you will soon pick up on the easy-to-use data entry features of this software.

Following is a quick tutorial leading you through the simple steps of data entry in primary screens. Complete this tutorial and you will learn the ropes for making out customer invoices and paying your bills in no time.

Entering Customers

In the Customer screen, information is entered about each customer that will be accessed by other screens in creating work orders, invoices, or deposit entries.

13. Select **Sales** on the Navigation Bar and click on the **Customer** option.
14. Press **Ctrl+N** so that you have a blank screen to create a **N**ew entry.
15. In the Name field, type the Customer name as in a phone book—Last, First M.
16. Be sure to include a comma between last name and first name.
17. Do not include commas in company names such as Jones Inc.
18. Using all capital letters for name and address complies with postal requirements for second-class mail.
19. In the Address field, type the Street address and/or PO Box #.
20. Don't worry about City and State. Type the zip code (without the 4-digit extension) in the Zip Code field. When you press **Enter**, the City and State should appear automatically if they have been entered in the Zip Code screen.
21. In the Telephone # field, you may enter the 10-digit phone # with no spaces, and the computer automatically formats it for you.
22. In the Terms field, enter the Terms for this customer. Besides CASH, there are options such as NET 30. (See the F1 help for more options.)
23. In the Tax Status field, enter the Customer's tax code. This code is the two-character postal code for the state he lives in preceded by a dot(.). If he is tax exempt, conclude this code with a slash (/).
24. Fill in any other desired fields save the customer record.

Entering Vendors

The Vendor screen stores information out each vendor. This information is accessed as you create purchase orders and bills or when you write checks to pay for the bills.

17. Select **Purchases** on the Navigation Bar and click on the **Vendor** option.
18. Press **Ctrl+N** so that you have a blank screen to create a **N**ew entry.
19. In the Name field, type the Vendor name as it would appear in a phone book—Last, First M.
20. Be sure to include a comma between last name and first name.
21. Do not include commas in company names such as Jones Inc.
22. Using all capital letters for name and address complies with postal requirements for second-class mail.
23. In the Address field, type the Street address and/or PO Box # as you want it to appear on checks.
24. Don't worry about City and State. Type the zip code (without the 4-digit extension) in the Zip code field. When you press **Enter**, the City and State should appear automatically in the Zip Code screen.
25. In the Telephone # field, you may enter the 10-digit phone # with no spaces. The computer automatically formats it for you.
26. There are a number of available fields which you may or may not choose to use. Become familiar with them as you wish by reading the message bar at the bottom of the screen or pressing **F1** on any field for detailed help. Below we will touch on a few of the fields that are more commonly used.
27. If you will be creating 1099s for this Vendor, go to the No1099, Inc, Sub field and enter the correct character. (See F1 for detailed information.)
28. Enter the Federal Employer Identification # or the FICA # for this Vendor.
29. When you press **F6** with your cursor in the Terms field, a window appears for entering the Vendor's terms. To return to the main screen without entering or editing terms, press **F5**. Press **F1** for detailed help on setting up terms.
30. The Auto-Pay field carries across to the Bill Entry screen, defining whether you will pay a vendor's bills automatically or manually. If you normally enter a shipping ticket for the vendor first, you may choose the **S** option. Press **F1** for detailed help.
31. The G/L #s field is a very efficient tool in creating bills or writing checks from the Ledger Entry screen. Enter the G/L #s commonly used with this vendor, separated by commas. You may also enter inventory codes here, separated by commas and preceded by an apostrophe (').
32. Fill in any other desired fields and save the vendor record.

Entering Inventory Items

In order to sell something to your customer, you must have something to sell. The Items screen is accessed by both Sales and Purchases and is a very important screen in the ABC system.

12. Select **Inventory** on the Navigation Bar and click on the **Items** option.
13. Press **Ctrl+N** so that you have a blank screen to create a **N**ew entry.
14. In the Item # field you will want to enter a reference # for the item you are entering. At times the item # is simply a part number with a two-letter prefix, such as JD55WP772 for a John Deere part. Or sometimes the item # is a user generated code, such as EBPRD20 for Eversharp Ballpoint Pens Red 20. If you have multiple items in several main categories, try using a numbering system. (For example, any item # beginning with 2 is office supplies. Any item # beginning with 3 is paper supplies. Item #s beginning with 4 is office furniture, etc.) Check the help screens for further direction.
15. Enter a description for your code in the Description field, such as John Deere Mower Blade # 55WP772 or 20 Red Eversharp Ballpoint Pens.
16. In the Vendor field, enter the code of the Vendor you usually order this item from.
17. There are 3 alternative Item # and Vendor fields in case you have several major suppliers for this item. Enter the Vendor's Item # first, then a space, and then the Vendor code as set up on the Vendor screen.
18. In the List field, enter the selling price of the item.
19. Enter your cost for this item in the Cost field.
20. The Sale G/L # field is used to assign a sales category to each item. This # carries across to the Invoicing and Bill entry screens. Our standard G/L # for Sales is 5000.
21. Fill in any other fields as desired, using the help line at the bottom of the screen or **F1** for detailed instructions.
22. Press **F9** to save your work.

ABC Accounting Basic Functions

Entering Invoices for Customers

8. Select **Sales** on the Navigation Bar and click on the **Invoices** option.

9. In the Customer field, enter the code of the customer you are creating this invoice for. (If you are simply making a cash sale without attaching a particular customer name, use the CASH customer code.)
10. You may enter any desired information in the rest of the fields on the top part of the screen. None are required entries. The message line at the bottom of the screen gives helps for each one. Or press **F1** for help.
11. Press **Page Down** to get to the lower part of the screen, and your cursor is placed in the Item # field, ready for you to enter an item code from the Inventory screen. Press **F6** if you want a lookup of item codes.
12. If you want to type a remark in this field rather than choosing an item #, you may do so. Just make sure you put a period (.) at the end of the remark so that the computer accepts it.
13. The description and price for the item will fill in automatically, if that information was entered properly on the Inventory screen. You may change the price manually here, if needed.
14. Enter the appropriate # in the Order and Ship fields and press **Enter** to get to the next Item line. (You may choose to simply enter the amount sold in the Ship field. That is perfectly all right.)

Entering Payments From Customers on the POS Screen

When you press **F9** on an invoice, the Point of Sale screen pops up, allowing you to enter the payment immediately.

You may choose the correct payment method by selecting one of the options shown. (For example: **1** for Cash or **4** for Credit Card.)

5. Enter the Amount Tendered in the correct field.
6. When you press Enter, any amount to be returned to the customer is shown in the Change field.
7. The cursor then returns to the Payment and Print option allowing you to choose **R** to print a receipt, **P** to print an invoice, or **S** to save without printing.
8. The transaction is complete.

Entering Customer Payments on the Payments Screen

7. Select **Sales** on the Navigation Bar and click on the **Payments** option.
8. In the Customer # field, enter the code of the customer you are entering this payment for and press **Enter** to go to the Pay Type field.
9. Enter the type of payment here. For example: **C** is used for **C**ash and **#** is used for Check. Press **F6** for further options.
10. Enter the check # or credit card # in the Check # field.
11. Enter the amount received in the Check Amount field.
12. Pressing **Alt+Z** applies the payment to the oldest invoices first. If you want to apply particular amounts to particular invoices, go to the Payment Applied field in the lower part of the screen and enter the amount desired beside the invoice of your choice.

Creating a Deposit Slip From the Payments Screen

4. When you are ready to deposit the cash and checks you have received over a given period of time, go to the Payments screen and press **F7** once to get to the last deposit entered.
5. In the Deposit Total field, enter a **Y** to show that you are ready to print a Deposit slip.
6. When you press **F9** on that Deposit, a message appears advising you of the deposit total and asking if you want to print the deposit ticket. Press **Y** for **Y**es.

Creating Purchase Orders

8. Select **Purchases** on the Navigation Bar and click on the **Purchase Orders** option.
9. In the Vendor # field, enter the code of the Vendor you are ordering from. This pulls all pertinent data from the Vendor screen.
10. Press **Page Down** to get to the lower part of the screen.
11. In the Our Item # field, enter the Inventory code for the item you wish to purchase. Press **F6** for a lookup of available codes.
12. When you select an item, the Vendor's item # should appear in the "Your Item #" box. If the item # is not correct, you can press **Alt+G** to scroll through the available item #s listed in the Vendor and Item # field of that item entry. Or add a new number if that one is not listed.
13. Enter the quantity you wish to order in the Quantity field.

14. Most of the other fields should fill in automatically from information that was entered in the Inventory and Vendor screens. If there are fields you want to change, you may do that now. Fill in any other desired fields and press **F9** to save this order.

Entering a Bill From a Vendor

14. Go to the **Purchases** tab and select **Bills**.
15. Enter the Vendor code in the Vendor field.
16. As soon as you press **Enter**, a lookup box appears, allowing you to view all open orders from that vendor. Click on the correct order.
17. Press **1** on the message asking if you want to add the items from this order to the bill.
18. Enter the Invoice Amount in the Invoice Amount field. (If this is only a shipping ticket with no invoice amount, go on to step 6.)
19. If you only received a shipping ticket along with your shipment, enter an **S** in the Pay Code Y,N,S,F field. If you are entering an invoice, enter **Y** here.
20. Enter the vendor's invoice # in the Invoice Number field.
21. Make sure an invoice date, a due date, and a receive date are entered.
22. Visually check over the order information to be sure you received all you ordered.
23. If you received a partial shipment, adjust the quantity to reflect this.
24. If some items did not yet arrive at all, press **Ctrl+E** on the line of that item. This returns it to the Purchase Order, so it can be accessed next time you enter a bill from this vendor.
25. Adjust the prices manually if needed.
26. Add any extra items, such as freight, that may not have been included on the Order but that are shown on the bill. Save your work.

Writing Out Checks to Pay Your Vendors

18. Select **Purchases** on the Navigation Bar and click on the **Write Checks** option.
19. Choose the ledger you want to use for printing checks. Either press **Enter** to accept the default ledger or type the correct ledger # and press **Enter**.
20. Make sure that the starting check # agrees with the check in your printer. If it does, press **Enter**. Otherwise, correct the number and press **Enter**.

21. Press **Enter** to accept the check date, or type in the date you want to appear on the checks.
22. The Pay-To Date field is entered by default but may be changed if desired. The computer uses this date to select bills to be paid. If you want to pay all bills up to a certain date, enter that date here.
23. By default, the Discount Claim Date field is the same as the program date.
24. After the dates are set, choose option **1** to create a list of open bills.
25. The computer lists all vendors that have open bills. Use **Alt+T**once to display the open bills for each vendor. Use **Alt+T** the second time to see any serial # items on bills that have been set up to be paid by serial #.
26. Select all due bills by pressing **+** on the top line.
27. Select all due bills for a particular vendor by pressing **+** on the line with the vendor's name.
28. Select all the serial # items on a bill that is due by pressing **+** on the line with the bill #.
29. Use ***** on the top line to select all open bills.
30. Bills can also be selected individually by pressing ***** in the Payment column of the bill you want to pay.
31. Discounts can be taken manually by typing a discount amount in the last column.
32. Exit the bill list by pressing **F5**.
33. **Option 3** should be displayed by default. If it is, press **Enter** to print the checks. If for some reason it is not, enter a **3** in the Choose Option field and press **Enter**.
34. When you press **Enter** on option 3, a pop-up message asks, "Do you have checks in the printer and are you ready to print?"

Printing a Report

To select a report submenu, press F10 and one of the numbers shown below.

1 - Inventory Reports
2 - Accounts Payable Reports
3 - Accounts Receivable Reports
4 - G/L and Payroll Reports
5 - Job Costing Reports
6 - Utility Reports
7 - Custom Made, Special User Reports

8 - Special Utility Reports
9 - Special User Reports

When you select one of the above report screens, you will be shown a list of report numbers that you can select from. For help with a report, type the report number and press F1. To run the report type the report number and press Enter.

Efficiency Tips

Default Records

Default Records are set up to automatically record information that you want the computer to take for granted unless it is told differently. Setting up a default record saves the operator from entering the same information again and again.

Follow these steps for setting up a default customer record.

6. Type the double quote (") as the Customer Code. Press **Enter**.
7. Type in any information which is the same for all or many of the Customers that you want to enter. For example, enter **NET 30** in Terms (meaning that the customer will be billed in 30 days) and your state tax code in the Tax Status field (.PA for Pennsylvania state tax).
8. Press **F9** to save.
9. Terms and Tax Status will load automatically for all the customers you enter after having set up the default record.
10. Default records can be set up in the same way on the C, E, I, N, S, and V screens.

Duplicating Records

If you want to enter the same, or almost the same, information under a different code, type in the new code and press **Ctrl+D**. The computer will bring up an *Enter Code of Data to Duplicate* message. Enter the code. This transfers most of the basic field information. It does not transfer information from posted fields.

(Posted fields are those which receive information automatically from other screens rather than information which you enter manually.)

Transferring Records

This feature is used to transfer data from one screen to another. This could come in handy if one of your employees is also one of your customers or a vendor. To transfer his information from one screen to another, follow these simple steps.

Go to the screen that has the record you want to transfer. Find the record to be transferred and press **Alt+Y**. The computer brings up a *Transfer Customer to (V)endor, (N)ame or (E)mployee* message (if you are currently in the Customer screen). Press **V**, **N**, or **E** to transfer the record to the appropriate screen. This allows you to transfer the name, address, and phone number to any of these screens.

Startup Screen

The Startup screen is the window that appears on your screen when you first open the ABC Client. It can also be accessed at any time by clicking on **Utilities** and then **System Date and Time**. To reach the Startup screen by hot key, press **F10** and then **Shift+8**.

The Startup/System Date and Time screen advises you of basic software information such as:

1. Which ABC Accounting version you are running
2. Copyright date
3. Release date
4. Build date

Second, the system time and date are set here. You can change the ABC program time and/or date by changing it in the *Time* and *Date* fields here. However, beware. Changing the time automatically changes your computer's time as well. And changing the date could change your computer system's date, unless you choose that the change should be temporary. For further information on these changes, press **F1** when you cursor is on the field in question.

Third, if you run multiple companies, you may click on the Alt+C link to choose alternate company records.
Lastly, there is the option to use a variety of user names with or without passwords. This option is used to customize the program and its uses for a variety of users.

Helps Accessed From the Startup/System Time and Date (*) Screen

File Help (*)

F10—Selection Screen

Shift+F10—goes to the Menu Bar.

Alt+F4—exit ABC

Tools Help (*)

Alt+C—switches to an alternate **C**ompany's data, allowing terminals to share data for more than a single company or business. Each application is specially programmed.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Date (*.508)

The date may be changed on the System Time and Date/Startup (*) screen.

When you make a change in the date on the ABC program, you will be requested to confirm your action. If you choose **Yes**, you will further be asked whether this is a temporary date change. If you choose **Yes** for a temporary date change, the ABC program date will be changed but not the computer date. The next time you access the System Time and Date/Startup (*) screen, the computer automatically returns the ABC program date to what it was. If you choose to answer **No** on the temporary date change inquiry, indicating that this change is **N**ot temporary, ABC program's date as well as your computer's date changes permanently.

(Most common uses of this feature are to back-date checks received or to finish off a month's accounting procedures during the first few days of the following month.)

If the date you enter is in a different month from the date previously entered, the program will ask for a password. Entering **PASS** will allow you to continue, unless some other password has been set up by your administrator.

Do not skip months, or you may cause discrepancies in your data.

System Time (*.1006)

When you make a change in the time on the ABC program, you will be requested to confirm your action. If you choose **Yes**, the ABC program time will change as well the time for your computer.

User Name (*.1013)

This field can be left blank to make the ABC Accounting program equally accessible to all users. Or you may set up separate user identities so that each user will need to log in before using the program. The individual users can have their own password and display options as well as specific restrictions in how the program will be used by them. To set these up, please contact your ABC Accounting representative.

Version 14 New Features

GENERAL

- F9 will save the record and then clear the screen
- F12 will save the record and keep it on the screen

- Search Enhancements
  - Control + F on any field to search just that field
  - Control + F on repeat lines to search all repeat lines
  - Super Search includes record code on most screens
- Macro enhancements
  - Extended Macro Dispatch using Shift+F4 (Allows dispatching macros not shown when there are too many to fit on the screen.)
  - Ctrl+G C can be used in a macro to copy a field
- Company name in client caption
- User name login
- Mouse wheel support
- Name export to Outlook and Google Contacts
- Doc Manager (management of scanned documents and other files)
- TAPI dialing (Allows ABC to dial the phone)
- Ditto Dat (Lookups showing what has been entered in this field on other records)
- Extended length text boxes
  - Bill Invoice ID
  - Customer Message fields
  - Inventory Discount Levels and Comment
  - Invoice Customer PO and Remark
  - Vendor G/Ls and Remark
- Export to Microsoft SQL Server (optional package to sync changes to SQL Server automatically)

REPORT GENERATOR

- Added link for Today
- Lined background on some reports
- Option for opening spreadsheet after report to tabbed output

SALES

- Customer Screen
  - Copy Block link to copy name and address to clipboard
  - Verify link to verify customer address on melissadata.com
  - New Invoice Link
  - New Work Order Link
- Invoice and Work Order screens
  - Real time order/invoice totaling
  - Icons to indicate if items are in stock to cover customer order (Work Order screen)
  - Package price unit add unit BP
  - Adder in unit with +
- Double-click discount or payment applied on D screen to auto-fill

- Additional commission codes M-Z
- New production schedule report
- Sorted report by customer & G/L
- Report 3-14: option to filter by pay type
- Report 3-39: replaces sales tax payable with credit card report
- Report 3-1 print salesman code (it already had an option to sort by salesman)

PURCHASES

- Purchase Order screen
  - Alt + E dispatch to enter items on web page
  - Alt + Z create PDF
- Ability to post pro-rated freight to purchase accounts, not freight account
- Added FOB and Order From to Vendor screen
- Added order multiple on Inventory screen
- Report 1-11: programmed for order multiples and now skips default record codes
- F11-A will create a word list for complete order and dispatch report 1-11
- Report 2-23: show only open quantities and amounts and added date range
- Report 2-24: show only open quantities and amounts
- Report 2-32: added option for .5 x 1.5 label
- A/P check stubs have bills and account numbers sorted numerically
- Previous payment selections are not overwritten when adding new bills with A/P selection option number 2 on the Check Writing screen

INVENTORY

- Item merging
- Alt+4 to quickly set a special discount
- Print single bar code label
- Extended inventory adjustments screen (=) to 200 lines
- On inventory adjustments screen, (=) changed List# from 2 to 3 digits
- Ability to track setup and freight costs on per serial number
- WUTISUPERSEDE utility to move data from superseded items

FINANCIAL

- G/L tags / use tax tracking with tag lookup instead of job lookup in ledger entry
- Bank reconciliation: shows filter (all/outstanding/returned) and mouse buttons
- System setup added Signature File Name for checks
- Projected Cash Flow report
- Loan calculator prints annual totals on calendar year
- New ledger report 4-4
- Check Format field on setup screen, option Q for Quick Books type check.

PAYROLL

- Report 4-40: show employer's portion of FICA and Medicare
- Report 4-42: add Other W/H (for Local Services Tax); print address
- On employee screen add Automatic Vacation Y/N

Version 15 New Features

General

- Access from browser client (phone, tablet)
- Super search on report names
- More screen reports are sorted newest to oldest (browser & html)
- Doc manager, option to auto-create folder structure for each record
- More long text fields

Inventory

- Inventory value for any date
- Import inventory count files on = screen
- Picture icon on main screen
- Option to include or exclude freight from list price updates

Purchases

- Tracking non-bill amount per vendor
- Display total on A/P check writing selection screen
- Add A/P option for electronic payments
- Function to convert item to remark on bill
- Add 'copy block' option to vendor

Sales

- Duplicate function from existing work order/invoice.
- Group sending invoices and statements
- Option to turn off work order lookup on customer entry on R and M screens
- Indicator on work order and invoice for alternate parts available
- Indicator on work order for item out of stock, but enough on vendor order
- Function to convert item to remark on work order and invoice
- UPS and Fedex Tracking Numbers, one-click tracking
- Added address and verify links to the invoice and work order screens
- Deposit screen has amount tendered and change
- Deposit screen, double-click to auto-pay invoice can use NIA credit
- Reprice items and update G/L#'s when changing customer or customer type
- Gross profit % on work order save
- Margin option on pricing
- F5 refresh payment info

Financial & Payroll

- 6-digit check numbers
- Add summary option to report 4-40, for summary by category
- Added address and verify links to the employee screen
- Expanded employee info

Numerous minor enhancements

Text Editing (W)

This screen is used for word processing, addressing envelopes, calculating spreadsheets, and more. While there is a good bit of power driving the word processor, and the spreadsheet and other mini-programming capabilities can be quite handy in conjunction with other ABC Software features, I would recommend Works, Word, or some other simple but professional Text Editor for your correspondence needs.

To learn more about the usefulness of this Text Editor in creating specialized reports and spreadsheets for your ABC Accounting data, ask about our Mini-Programming workshop. You'll reap a lot of powerful information.

Helps Accessed From the Word Processor (W) Screen

File Help (W)

Ctrl+N—clears the screen so that a new record can be created.

Ctrl+P—**P**rints Word Processor documents. When you press **Ctrl+P** you will be prompted with various messages from which you may select different options. Depending on which option you select, you will be prompted with several more messages. See the section titled *Printing From the Word Processor* for more detail on this subject.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (W)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same, information under a different page code, type in the new page code and press **Ctrl+D**. When prompted, enter the code of the page of information you want to duplicate and press **Enter**.

F7— loads previous record.

F8—loads next record.

Edit Help (W)

Ctrl+A—**A**dds a blank line at the cursor. This pushes the following lines down.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on. You may press **Ctrl+Z** to cancel your changes, providing you have not moved the cursor from the line or used any other **Alt** or **Ctrl** functions since you made the change.

Alt+-(dash)—This gives a help line which is useful for counting characters and spaces on the screen. This help line appears on the line below the cursor position when you press **Alt+-,** and disappears when you move the cursor over the help line.

Alt+= —This gives a help line which is useful for centering text on the screen. This help line appears on the line below the cursor position when you press **Alt+=,** and disappears when you move the cursor over the help line. **Alt+H** is also used for centering text.

Alt+A—**A**dds text from another page. This command asks which page of data you want and inserts it at the current cursor position. Using a new page will duplicate a record.

Alt+B—defines **B**eginning of block. (For use with **Alt+K** and **Alt+R**.) Place cursor at the beginning of the block you want to move or delete and press **Alt+B**. Then place the cursor at the opposite corner of the block and press **Alt+K.** This cuts the block. To insert the block, use **Alt+I**. (See Alt+I for more help on insertions.)

Alt+D—**D**ivides a line. Place the cursor where you want to divide the line and press **Alt+D**. Beginning with the character at the cursor, the line will move down to the next line, pushing any following lines down.

Alt+E—**E**ncrypts a document.

Any document written in the ABC Word Processor can be encrypted so that unauthorized persons cannot read or delete what is written.

To encrypt a document, press **Alt+E** and enter the password. The password can be letters, symbols or a word of your choice. You need to reenter the password to verify it.

To unencrypt an encrypted document, press **Alt+E** and enter the password.

DON'T FORGET YOUR PASSWORD!! It could take hours of costly programmer time to figure out what your password was. Even then, there is no guarantee that it can be discovered.

Alt+F—**F**ormats a page of text.

1. Press **Alt+B** when the cursor is on the first line that you want formatted.

2. Press **Alt+F** on the last line to be formatted. The message, "Enter width to format" appears.

3. Type the length that you want for each line, maximum 80. If you also want to set the left margin, type the margin size, separating the two numbers with a comma. (The total of the two numbers must not exceed 80.) Press **Enter**. The text is formatted according to your specifications.

NOTE: Sometimes the right margin will not be straight/justified because there is a limit of only two spaces between words.

ALSO NOTE: These hot keys will not work on spreadsheets.

For example:

70,5 would be lines 70 spaces long with left and right margins of 5 spaces.

70,10 would be lines of 70, a left margin of 10 and no right margin.

If you want paragraph indentions in your formatted document, all your lines, except the indentions, must begin at the left margin. Do not specify a left margin after pressing **Alt+F**.

For another method of formatting text, go to the **Shift+F1** screen and see Alt+F under the **Edit** section.

Alt+H—centers a line of text. To center the line your cursor is on, press **Alt+H**. The text is centered within the first 80 columns of the screen; then the cursor moves down a line, allowing you to use **Alt+H** to center the next line.

Alt+I—Insert text removed by **Alt+K** or **Alt+R**. This command inserts text that you removed with the **Alt+K** or **Alt+R** command, into your document at the cursor. This command may be used repeatedly because it stores the block in memory until you remove another block with the **Alt+K** or **Alt+R** command, or until you leave the Word Processor (W) screen. This command copies lines or blocks.

Note that inserting text that has been removed with the Alt+K command requires that you create space for that text. Otherwise it will overwrite whatever text is already there. On the other hand, when used with Alt+R, Alt+I creates its own space.

Alt+K—Define end and remove a block of text. This command is much the same as **Alt+R**, except it allows you to cut a block of text that is not the full width of the screen. (**Alt+R** removes all the text on the line or lines, the full width of the

screen.) Place the cursor at the opposite corner from where you pressed **Alt+B** to cut out the block. The width of the column depends on the cursor position when you define the beginning and end of the block using **Alt+B** and **Alt+K**.

Alt+R—Define end of screen-width block and remove it. This command removes from the beginning of one line to the end of another line. Use **Alt+B** to mark the first line. Use **Alt+R** to define the last line and remove the entire block from the document. If you wish, **Alt+R** without **Alt+B** can be used to remove one line of text. To remove only a partial line of text use **Alt+B** with **Alt+K**. Either way, use **Alt+I** to insert the block or line of text.

Page Up—moves cursor up 22 lines.

Page Down—moves cursor down 22 lines.

Shift+Up arrow—jumps cursor to the top line of the document.

Shift+Down arrow—jumps cursor to bottom of document. This places the cursor immediately below the last line of the document.

Tab—Tabs are automatically set to every eighth place, but may be defined otherwise. To define tabs, begin a line with a capital C followed by a Space and a capital T. Place a stile (|) where you want the tabs. A page may contain as many tab definitions as desired. The program always uses the nearest tab definition line ABOVE the cursor location. Tab definitions are saved with the page but do not print.

Home—places the cursor at the beginning of a line or field. Pressing the **Home** key places the cursor against the left margin of a Word Processor document or spreadsheet.

End—Place the cursor at the end of a line or field. If the line is full, **End** places the cursor on the last character. (You may have to use the scroll bar at the bottom of the window to view text that goes beyond the visible portion of the screen.)

Tools Help (W)

Ctrl+F—searches for information. This command is used to search the Word Processor records for words or phrases. Pull up the record where you want to start searching, or clear the screen to start at the first Word Processor record. Press **Ctrl+F**, enter the word or phrase you are searching for and press **Enter**. You will be asked where you want to stop searching. Enter the code of the record

where you want to stop searching (or press **~** if you want to search all records) and press **Enter**. The program searches the records for this screen and stops when it finds the specified word or phrase. If it does not find it, it will simply stop at the record you specified.

Alt+G—Make a copy of the document. Sometimes you may wish to make another copy of a page of a Word Processor document. If you press **Alt+G**, then **M** (for Merge), next **Enter**, and lastly type a capital **U**, the characters that you type after the U will be the page code for the additional copy of the document. (If that code already exists on the Word Processor, a message appears alerting you of that. You must press **Alt+G** again and use a different code if you want to make a copy of the original document. If the new code is accepted, you will see it in the top left corner.) Press **F9** to save the new record. The old record with the old code is retained.

Alt+J—**J**umps to requested line number. Pressing **Alt+J** gives the following message, "*At line __ Jump to line __*". You may use this command to find out what line of your document your cursor is on or the number of lines in your document, and you may enter the number of the line to which you want the cursor to jump. If you use this to find out what line the cursor is on or how many lines are in your document, you may press **Enter** to leave the cursor at its present position.

Alt+L—displays record **L**ength. This gives a message at the bottom of the screen telling you how many characters long your document is.

Alt+M—sets **M**arker. This command allows you to mark a point to which you can return from any point in the document. Place your cursor on the line you wish to return to. Press **Alt+M**. You will be asked for a marker number. Enter a number from 0 to 9. For example, press 2. Now at any point in this document, you can press **Alt+2** and the cursor will jump to the marker point.

NOTE: When you press your **Alt+number**, you cannot use the keypad numbers. You must use the keyboard numbers above the letters. Your location is erased when you leave that Word Processor record.

Alt+N—tells the spell checker to add this word to its dictionary. (Used within the **Alt+V** dictionary function.)

Alt+O—A spreadsheet will calculate only when you press **Alt+O**. Calculation starts where a line begins with a C followed by a space and calculates from left to right starting on that line, and continuing on the following lines. Calculation stops at a line beginning with a Q command.

Alt+S—**S**orts a page alphabetically. This command sorts the lines of the page in alphabetical order. Most symbols come first, followed by numbers, uppercase letters and lowercase letters. If some of the lines begin at the left margin and some of them don't, the sort might seem to be wrong. This is because the program acknowledges spaces as a symbol. And a space is indexed before any other character. So, for accurate sorting, all lines to be sorted should begin the same distance from the left margin.

Alt+V—**V**erifies spelling. If you have the ABC dictionary installed, you can check the spelling of your document. Move the cursor to where you want to start the spell check and press **Alt+V**. Each time an unrecognized word is found, the cursor stops at the last letter of that word. An information line at the bottom of the screen lists the words that are closest alphabetically to the unrecognized word. If one of those words is the correct spelling of the word in the document, manually replace the incorrect word with the correct word. If you want to add the word to your ABC Accounting software's dictionary, press **Alt+N**.

Alt+X—runs a page of programming. WUTRREPORT is an example of such a report.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Text Editor Code Setup (W.0)

The first line on the Text Editor screen is the reference code line. Any document you wish to save in the Text Editor (W) screen should have a code entered before you begin typing the document. It doesn't need to be fancy—just a few letters or numbers that you may use to reference the document.

For example, you may want to reference all your correspondence with LTR___ (for letter). Say you were writing a letter to ADVANCED BUSINESS COMPUTERS. You could enter a code such as LTRABC. Then a letter to an individual by the name of Joe L. Blow could be coded LTRJLB.

By following a pattern like the above, you can more easily find what you are looking for, since this screen is indexed alphabetically by code.

Any standard function keys can be used in your code. You can find a list of these keys in the order they would appear "alphabetically" in Appendix B.

When you press **F9** to save a document, the system date automatically encoded on the line just below your reference code. Unlike many of the dates in the ABC Accounting software, this date is entered as follows: Two digits for the year, two digits for the month and two digits for the day.

For example, Dec. 25, 2004 would be 041225.

This allows you to see exactly when you wrote or last edited the document, and you don't need to worry about typing the date for information purposes.

The code and the date do not print when you print your documents. Thus the third line is the first available line for your actual document.

Printer Commands (W)

1. You can insert printer commands within your Word Processor documents to print various character pitches and letter qualities. Depending on your printer and printer driver some of these may not be available. Be aware that all printer commands must start with a caret (**^**).

Here are the more commonly used commands:

^—Single space
^*—Center text
^_ —Start underlining
^.—End of record(Stop printing)
^<—Left justify text
^>—Right justify text
^=—Double space
^1—5 characters per inch
^2—6 characters per inch
^3—8 characters per inch

^6—6 lines per inch
^8—8 lines per inch
^P—10 characters per inch
^C—17 characters per inch
^D—Draft quality
^E—12 characters per inch
^F—Form feed
^H—High characters
^K—Don't print line
^L—Letter quality
^M—Margin
^N—End wide letters
^S—Set top of form
^Q—Quit underlining
^U—Utility quality
^W—Start wide letters

^X—User defined codes (This means that depending on your printer, additional options could be set up.)

^Y—User defined codes

^Z—User defined codes

^A—prints the ASCII character of the decimal three-digit set. The sets must end with a caret (^). This allows you to print many characters and symbols that are not on a standard keyboard. The possibilities depend on your printer and printer driver.

All the Printer Commands listed above begin with a caret (^).

Here is an example of the use of printer commands:

^_The computer just crashed.^Q

This sentence will be underlined when it is printed because the ^_ begins underlining and the ^Q stops the underlining.

Another example:

^1WE DECLARE ^3that we are the people ^Pthat understand ^Cvery little.^P

The first two words of the sentence will print at 5 characters per inch. The clause "that we are the people" will print at 8 characters per inch. The next two words, "that understand" is set to normal print which is 10 characters per inch. The last two words will print condensed, at 17 characters per inch. The ^P at the end of the sentence, sets the size back to normal print, 10 characters per inch.

These printer commands will override the size entered when you press **Ctrl+P** to print the document. In other words, the commands you inserted in the text will be used by default, even if you press **Ctrl+P** and select **C** to print 17 characters per inch.

Printer commands do not print when you print the document with **Ctrl+P**, just as the hidden formatting symbols of a Word document will not show on the printed page.

NOTE: These commands must be properly set up in the Printer Configuration ('P) screen for your specific printer in order for the commands to work.

NOTE ALSO that the right justify and left justify options work only per line. Each line that you want justified in this way needs to include the command.

2. There are several command formats used for setting up documents. Once again, these commands must have carets in front of them in order to work.

A. The ^Rfxxo___^ command format is used to bring information from another record into the document you are now creating. The information will not show on the Word Processor (W) screen but will be printed. (This command is used in conjunction with the ^Gfxx command which we will discuss below.)

1. The **R** means **R**eplace. Always start this command with a caret immediately followed by an R.

2. The **f** stands for the **f**ile (screen) the information shall come from. Type a C in place of the f in the command format if the information you want comes from the Customer (C) screen. Type I if the information should come from the Inventory (I) screen.

3. The xx of the format stands for the Field Number of the screen you wanted the information from. Type the two digit number of the field you want the information to come from in place of the xx. For example, type 01 after the C if you want the customer's name to appear. Field 1 is the **Customer Name** field.

4. The **o** in the command format stands for **o**ption and can be replaced with any one of the following options.

C—**C**enters text according to designated margins.

G—when the name in the field is entered in the last name/first name format, it prints the first name only. Otherwise it prints *Sir*.

L—**L**eft justifies text according to designated margins.

N—when the name in the field is entered in the last name/first name format, it prints the first name first and then the last name.

With **N,** you have a choice of 2 second options.

NA—prints the name as described above as well as whatever is in the next field (or the field **A**fter it), provided there is anything in that field. This combination is generally used when requesting data from the Name field.

NB—prints the name as described above, but gets it from the previous field (the field **B**efore it) if there is nothing in this field. This combination is generally used when requesting information from the Attention field.

R—**R**ight justifies text according to designated margins.

Z—The **Z** works only on a field with a zip code. It prints the city and state that go with the zip code indicated.

5. The caret at the end of the command string designates the margins. Nothing will be printed beyond the ending caret. So make sure you give yourself sufficient space. Also, any centering or justifying is done according to the beginning and ending carets of your command.

B. The ^Gfxx command format **G**ets a specified record from a specified file. This command will be used in conjunction with the ^Ifxxo^ and ^Rfxxo___^ commands.

1. The **G** is used to call up or **G**et a certain record. Always start this command with a caret immediately followed by a G.

2. The **f** in the command format stands for **f**ile (or screen). Type the letter of the screen you want your information to come from in place of the f.

3. The xx stands for the full code used for the record you are getting information from. This will be more than two characters and often has a number included at the end of the code when taken from the Customer screen or some of the other screens.

4. Note that this command string does not use a closing caret. Because it is used in conjunction with the other command strings and is not actually used to print data, there is no need of a closing caret. No further information can be entered on this line because of this.

C. The ^Ifxxo^ command format is used to Insert a certain field number. This command is practically identical to the ^Rfxxo___^ command except for the fact that the end caret is placed right up against the end of the command. The entire field to be inserted is copied regardless of the position of the caret. One advantage of this command over the ^Rfxxo___^ command is the fact that you may type other information on the same line as the ^Ifxxo^ command anytime after the caret. This makes it useful on a line with a greeting, enabling you to use a comma afterwards. A disadvantage is that you do not have a choice of options other than G.

1. The **I** is used to **I**nsert information. Always start this command with a caret immediately followed by an I.

2. The **f** in the command format stands for **f**ile (or screen). Type the letter of the screen you want your information to come from in place of the f.

3. The xx of the format stands for the two-digit Field Number of the screen you wanted the information from.

4. The **o** of the format stands for **o**ption. Only option G, as discussed with the ^Rfxxo___^ commands, will work.

5. The caret at the end of this command string does not designate margins. Therefore it should be placed immediately following the command with no spaces in between.

III. Here is an example of how ^Gfxx, ^Ifxxo^ and ^Rfxxo___^ work in the heading of a form letter.

^I#08^
R#04Z^

^GVADVBUC0

^RV01NA ^
^RV02NB ^
^IV03^
^RV04Z ^

Dear ^IV01G^,

A. Notice that you need to use beginning and ending carets if you want the command to print the designated data.

B. ^I#08^ means Insert the **System Date** (08) field from the # screen. (The I command does not **require** an ending caret.)

C. ^R#04Z_____^ says to **R**eplace the space between the two carets with information from the Zip Code (**04**) field of the **#** (Company Setup) screen. The **Z** at the end also brings city and state information for that zip code from the Zip Code screen. Notice that when you use the ^R command, the size of the field is defined by the carets (^). If there are more characters in the specified field than what there is room between the carets, the extra characters will not print.

D. ^GVABC0 says to **G**et the record of a **V**endor coded **ABC0** on the V screen. Because this is a G code, it will only get this information (not enter into the Text Editor record) so it will be available for use with any ^Rfxxo___^ or ^Ifxxo^ commands that you use for this document.

E. ^RV01NA____^ says to **R**eplace the space between the two carets with information from the Vendor Name (**01**) field of the **V** screen. (Using the record that the Get command brought up.)

F. ^IV03^ means **I**nsert the information from the Street Address (**03**) field on the **V** screen.

G. ^RV04Z_____^ means Replace the space between the 2 carets with information from the **Zip Code** (04) field of the V screen. The Z means print the city and state that go with that zip code.

H. The ^IV01G^, means Insert the information from the **Vendor Name** (01) field of the V Screen. The G option means that if there is a name in this field with the last name/first name format, only the first name will print. If there is a business name in this field, the word Sir will print instead. (Do make sure you use the comma after this command to make it work properly.)

I. When the example heading is printed with the **Ctrl+P** command, it should look similar to this:

6/21/2003
JONESTOWN, PA 17038

ADVANCED BUSINESS CONCEPTS
27 EAST BERLIN RD
WINCHESTER, NY 01037

DEAR SIR,

Formatting Text (W)

Alt+F will search the page of text for a ^M (caret+M) command and begin formatting the text on the line below the command. You may enter a ^M command line at the beginning of the page or at any point within the page where you want to set or change the margins. The text and the ^M command must be against the left side of the screen for this command to work properly. The right margin may be adjusted on the screen, but the left margin may only be adjusted when printing the page.

Here is an example of a margin command:

^M0540

The numbers 05 specify a left margin of 5 spaces, and 40 specifies a right margin of 40 spaces. The text on the page is formatted to a width of 35 characters (40-5=35) when you press **Alt+F**.

Indentations in the left margin indicate the beginning of a paragraph. Though the left margin will not change on the screen, the printed page will have margins as set by the ^M command.

The ^M must be followed by the desired left and right margin widths. Each of these numbers must be entered as two digits.

You may also insert commands within the page to center, right justify, or left justify the text.

Following are these commands:

^< —Left justify text
^* —Center text
^> —Right justify text

These commands are activated only when you print the page. They are not part of the ^M command, but they use the margins specified by the ^M command to determine where to place the text. For another method of formatting text, you may go to the section titled *Formatting Text* later on in this chapter.

Printing from the Word Processor (W)

When you are ready to print something that has been typed in the Word Processor, press **Ctrl+P**. A message box appears, saying *"Enter P)rinter N)umber D)isk or press Enter."*

- Simply press **Enter** to print with the current printer settings.

- Press **N** if you want to enter a specific printer number. A message box advises you to enter a printer # from 00 to 99.

- Press **D** if you want to save the document to disk. A message box appears for you to enter the screen name you want to send the record to.

The next message box says, *"Enter a format option, # of copies, or Enter for 1 copy."* This option allows you to select your desired number of copies at once rather than pressing **Ctrl+P** every time and going through the submenus for each copy.

- If you press **Enter** when asked for the number of copies to print, one copy will be printed by default.

- If you specify the number of copies, you will be asked to: *"Enter number of lines on page or label"*.

- The "Format Option" choice is basically obsolete. Ignore that part of the prompt unless you still use the wide paper for printing.

You may specify the number of lines on a page for purposes like printing labels, etc. where you want to repeat a few lines a number of times.

Take return address labels for an example.

1. Type your name and address as you want it to appear on the label, starting on line three of the screen.
2. Press **Ctrl+P**.
3. Press **Enter**.
4. Now type the number of labels you want to print.
5. Press **Enter**.
6. Type the number of lines on each label.
7. Press **Enter**.

(If you are printing 1-inch labels, enter 6 as the number of lines on a page or label.)

This text editor prints 8 lines per inch if the total number of lines in your document is between 62 and 83. Otherwise, it prints 6 lines per inch.

If your document doesn't fit on 1 sheet of paper, it will continue to print on the next page.

You can also print an entire list of Word Processor records in succession rather than pulling up each one and printing them individually.

To use this option, make a record in the Word Processor (W) screen listing the codes of the Word Processor records you want to print. (This list must be against the left side of the screen, and must begin on the fourth line on the screen. Leave one line blank below the date line.)

When you receive the message, *"Enter a format option, # of copies, or Enter for 1 copy"*, enter apostrophe (') followed immediately by the code of the record that contains the list of codes to print.

Spreadsheet Setup (W)

The Word Processor can be used to set up spreadsheets to add, subtract, multiply or divide columns and rows of numbers. Spreadsheets are used for quotes, timesheets, expense records, formula calculations, etc.

Spreadsheets can have a maximum of 25 columns and 99 rows. Each line is limited to 128 characters.

A spreadsheet will calculate only when you press **Alt+O**. Calculation starts where a line begins with a C followed by a space and calculates from left to right starting on that line, and continuing on the following lines. Calculation stops at a line beginning with a Q command.

NOTE: A C+Space+T command (C T) is used for setting tabs and does not start or affect calculation. A *C T* line is skipped when encountered during calculation.

To define the columns, enter a line beginning with a C and use a stile (|) to mark the beginning and end of each column. The columns are automatically defined as A, B, C, etc., from left to right. A formula can be entered within the column divisions. For example, if you want Column A and Column B to total in Column C, enter A+B between the two stiles of Column C.

The following commands may be used between the stiles.

+—Adds

-—Subtracts

*****—Multiplies

/—Divides

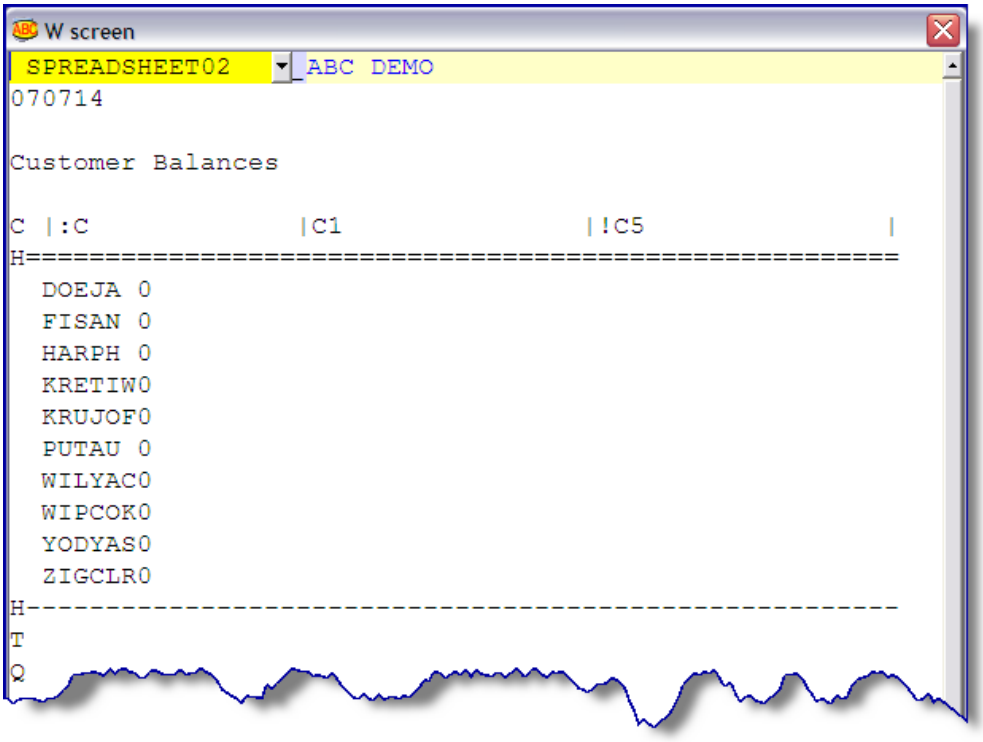
**`** (Accent Mark)—is used to add more than two columns of numbers. For example: Use A`D instead of A+B+C+D.

: (Colon)—is used to load information from other screens.

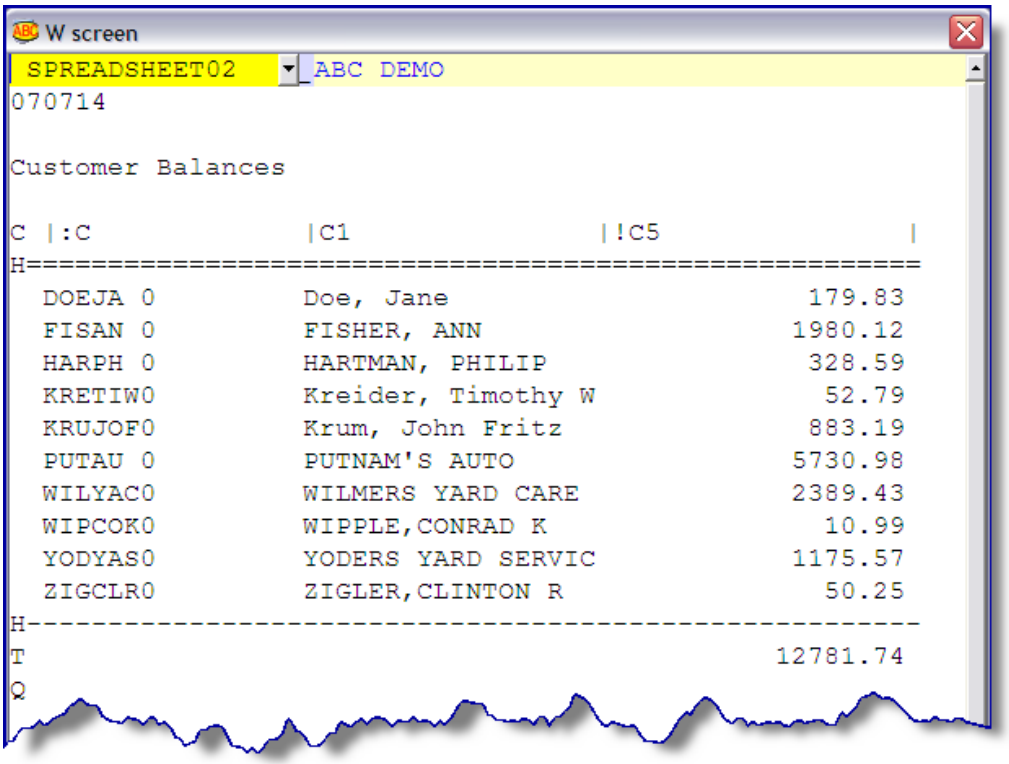
For example, a list of customers and their account balances. Enter a colon (:) followed by a C in Column A to load information from the Customer screen. Then list the customer codes you want to get the information from in that column. The first character of each code MUST be directly below the beginning stile. In the other columns enter a C, followed by the Field # from which you want to load the information. In our example, we want field # 1 which is the Customer's Name and field # 55 which is the Customer's Balance. (Go to Appendix A for a list of Screen Codes and Field #s. Or press **Ctrl+G** with the cursor in the desired screen and field and a message at the bottom of the screen tells you the Field #.) The information will load from the specified screen and field when you press **Alt+O**.

Following is an example of how your spreadsheet might look:

Before you press Alt+O:



After you press Alt+O:



Within a spreadsheet, any line may begin with a command character. The command character must always be placed at the extreme left of the line you want it to affect. If a valid command character is not found at the beginning of a line, that line is added to the column totals. A column total is the total of the column at any given point in the column. For explanation of the command characters which can be used in your spreadsheet, see the following information:

A—(**A**verage) Column totals will be divided by the number of active lines to find the average.

C—A *C* followed by a *Space* defines this line as the beginning of the spreadsheet **C**olumn divisions. Formulas are also defined on this line.

H—(**H**eading) No calculation is done on this line, but it appears on the printed spreadsheet.

N—Save the currently loaded record calculation at this point and begin calculation on the next Word Processor record. The following Word Processor record must not have a C+Space command, or the it will be treated like a separate spreadsheet rather than a continuation of the first.

O—Calculate **O**ther records. This is similar to the N command, except it allows you to specify which record you want to calculate next, instead of beginning calculation on the following Word Processor record. To specify the record(s) you want to calculate, enter O and the Record code. This command saves the current record calculation at this point and begins calculation on the specified record. When it is finished calculating the specified record, it comes back to the currently loaded record and searches for the next specified record to calculate. If it finds none, it finishes calculating the currently loaded record. This command may be used on the specified records also, as long as the total number of non-calculated records does not reach the maximum. The maximum number of non-calculated records varies depending on the length of the record codes. For record codes that are eight characters long, you may have approximately twenty records.

Q—This is the end of the spreadsheet. The program will scan ahead for the next *C+Space* command.

S—(**S**ubtotal) Print column subtotals on this line.

T—(**T**otal) Print column totals on this line.

V—(**V**ariable) All columns normally default to money type (.00). To change this type, enter one of the following commands within the column you want to change. You may have as many of these commands as necessary within one column. If you have two commands on one line within a column, it will use the second and ignore the first. These commands must be placed on a line that begins with a V.

4—**4**-place Decimal

6—**6**-place Decimal

I—**I**nteger (Whole Numbers)

M—**M**oney (.00)

F—**F**loating Decimal

A—(**A**SCII) This allows you to enter letters and numbers within the column. The column will not total.

Z—**Z**eros the column totals at this point.

+—Adds this line to the column totals. NOTE: This command is optional. If there is no other command entered, it automatically defaults to add.

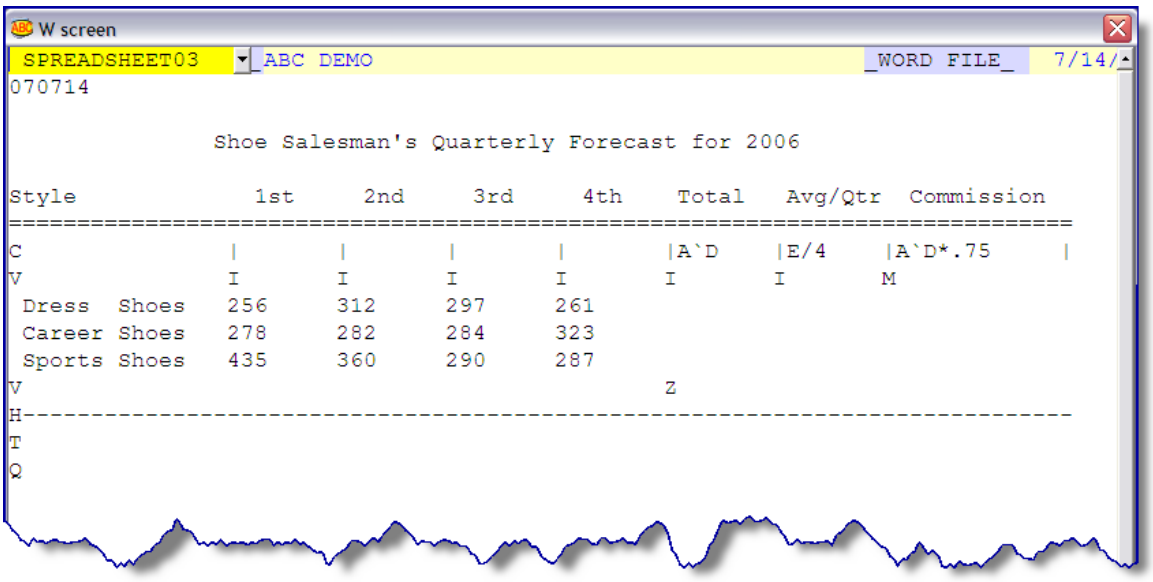
-—Subtracts this line from the column totals.

***—**Multiply the column totals by the figures on this line.

/—Divide the column totals by the figures on this line.

X—No calculation is done on this line. It doesn't appear on printout.

Spreadsheet Example before calculating with Alt+O:



Spreadsheet Example after calculating with Alt+O:

Names (N)

Ship-to addresses that are additional to the one entered on the Customer record are entered on this screen. You can also list anyone you want to keep record of which are neither vendors nor customers.

To set up a new Name, go to the N screen. Press **Ctrl+N** for a blank screen to enter the new Name. Type the new Name the way that it appears in the phone book: last name, comma, first name, space, middle name or initial.

The rest of the fields on the Names screen are optional, depending on your needs. The information in these fields can be entered or changed at any time.

When you are done, press **F9** to save. The cursor returns to the Code field. To enter another Name, press **Ctrl+N**. The Name you just entered disappears, but has been filed safely away for future use.

Helps Accessed From the Names (N) Screen

File Help (N)

Ctrl+N—clears the screen so that you can enter a **N**ew record.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (N)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same information under a different code, type in the new code and press **Ctrl+D**. You will be prompted to enter the code of the record you wish to duplicate. This transfers Name, Address, Phone #, etc., but not the posted information.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (N)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help (N)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G**, a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this person. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+M—Gives you a **M**emo or **M**essage pad with the date and inside address as a heading, ready for you to type a letter to the currently loaded vendor. To print the letter, use the **Ctrl+P** command. To return to the customer screen, press **F9** once to save the letter and once to return. The letter is kept on record and can be accessed by pressing **Ctrl+M** and then paging back with **F7**.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Ctrl+W—puts the Reference Code on a **W**ord Processor list. To see the list, press **F10, W**, **Ctrl+N** and then find the record titled NLIST. See Ctrl+W.

Alt+Y—When you press **Alt+Y**, you will be asked, "*Transfer Name to (C)ustomer, (V)endor, or (E)mployee?*". This allows you to transfer the customer's name, address and phone number to one of these three screens, by pressing C, V or E. This is to save time when someone fits into more than one category.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (N)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

L—prints an address **L**abel for the currently loaded customer.

E—prints the customer's address for or on an **E**nvelope. You will be asked if you are printing for a window envelope. If you press **Y** for Yes, the address will be printed so that on plain paper the address would show through the window when the paper is folded. If you press **N** for No, the address will be printed on a plain envelope.

Links Help (N)

Address—Click on the **Address** link to lookup this customer's address on Google maps. Quick way to get directions to a customer's place when you are a service technician.

Verify—The Verify link takes you into www.melissadata.com to verify this customer's information.

Telephone—Click on the **Telephone** link to go to www.whitepages.com search function.

Email—If this customer has an email address listed, click on the **Email** link to be taken into your email program with this customers address inserted in the To field.

Code (N.0)

If the Code Generator for names has been set up on the Company Setup (#) screen, skip this field and start entering information in the Name field. The program will create a systematic code for you once you enter the name in the Name field.

If you are not using the Code Generator, we suggest using the same type of logic for constructing the code as is used for the Customer code. For help on entering customer codes manually, see the section titled "Manual Code Setup" in the Customer screen helps.

Name (N.1)

Type the name as it appears in a phone book: last name, comma, first name, and middle initial. If you use a comma in the name, what follows the comma will be placed first when it's printed. For example, Wenger, T. Ray will be printed as T. Ray Wenger.

Additional Information (N.2)

This can be used as an additional name or address line. Enter the information here as you want it to appear on invoices and labels.

Address (N.3)

Enter the person's street address here as you want it to appear on invoices and labels.

Zip Code (N.4)

All addresses in the system use a common Zip Code screen. When you enter a zip code, the cursor goes to the city and state fields only if zip code is not in the Zip Code files. Once the city and state have been entered, the only way to change them is by using the Zip Code (Z) screen.

NOTE: Changing the information on the Zip Code (Z) screen will change ALL addresses containing that zip code!

Do NOT enter the extension in the zip code field. A separate field is provided for the extension.

In some cases, two cities share the same zip code. Use the zip code as normal for one of the cities. For the other city, attach an A (.) to the end of the zip code to make it unique. For example, use 17538 for Landisville, PA, and use 17538A for Bamford, PA. A third town with the same zip code, would get a B, and so on. Pressing **F6** on the zip code field when the wrong address comes up for the zip code you entered will often reveal that the other towns for that zip code are listed. Just choose the correct one.

On most screens that contain zip codes, you can page through the records by Zip, using **Shift+F7** and **Shift+F8** with the cursor on the Zip field.

Zip Code Extension (N.5)

If the address has a four-digit extension, enter it here.

E-mail (N.6)

Enter the person's e-mail address here.

Telephone # (N.7)

Enter the phone number here. When you enter 10 characters, the phone number will format automatically. This appears on various reports. You may enter several phone numbers on this line, separating them with commas. But the program auto-formats only the first phone number entered.

Telephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

You can page through the records by telephone numbers when you use **Shift+F7** and **Shift+F8** with the cursor on this field.

Notice that the word telephone is highlighted as a hotlink. It will look up the phone number in the online white pages.

Print Code (N.8)

You may enter a code here to sort the Names screen. Report # 6-5, NAME LISTING, and Report # 6-9, NAME ADDRESS LABELS, give you the option to select only names that have the same code. This is useful for mailings to only certain types of people on your Name screen.

Ship—R or C (N.35)

This is an information field which may be used with the optional *ABC Shipping Manifest Module;* R for Residential customers or C for Commercial customers.

Title (N.9)

This field is for a person's title. That could include most anything. Possibly something like doctor or teacher or any other identifying information you wish to record.

Contact (N.28)

This is extra space for further contact information.

Federal Identification (N.29)

This field is for Social Security number or other federal identification number that you wish to track.

Comment (N.14)

This field is for comments.

In the event of a long message, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

Default Record Setup (N)

A Default Record is a record that contains all the information you want to repeat on most or all of the records you will enter into this file. Setting up a default record saves the operator from entering the same information again and again.

To set up a default record, use a quote (') as the code of the record. Then enter any information on the screen which is usually true.

When this information is entered, save the record with **F9**.

Zip Codes (Z)

All addresses in the system use the Zip Code (Z) screen.

Whenever you enter the city and state for a new zip code anywhere in the system, that zip code, city, and state, are added to the zip code files kept here in the Zip Code (Z) screen. Once the city and state have been entered, the only way to change them is by going directly into the Zip Code (Z) screen.

NOTE: Changing the information on this screen will change ALL addresses on ALL records containing this zip code!

Helps Accessed from the Zip Code (Z) Screen

File Help (Z)

Ctrl+N—clears the screen so that a new record can be created.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (Z)

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (Z)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help (Z)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this zip code. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the currently loaded Zip code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type ZLIST. Ctrl+W

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Zip Code (Z.0)

NOTE: Changing a zip code will affect addresses on ALL records containing that zip code. These records may be from the Customer, Employee, Names, and Vendor screens.

Enter the zip code without the extension.

In some cases, multiple cities share the same zip code. Use the zip code as normal for the first city. For the next city, attach a capital A to the end of the zip code to make it unique. For example, use 17538 for Landisville, PA, and use 17538A for Salunga, PA. If there are more cities sharing a zip code than there are letters in the alphabet, try AA, AB, AC . . . BA, BB, etc.

For foreign addresses other than Canada, precede the zip code with an open bracket ([) and that country's two character code. (Foreign codes are listed later in this chapter.) The open-bracket indicates that this is a foreign zip code. When the address is printed, the open bracket and country initials are removed.

Example: Zacatecas, Mexico 98000, your code should be [MX98000.

Some foreign countries have no zip codes. If the country has no zip code, use up to six characters to make a code for each city. Begin the code with an open-bracket ([) and the two-character code for that country. Add up to three characters to make the code unique for that city. You could use the first three letters of the city name. (No zip code will print for a foreign address with less than 6 digits after the bracket. So what you create here is for indexing purposes only.)

Example: [CBCAL could be used for Cali-Valle, Colombia, South America.

Sorting Zip Codes

The Zip Code field is also used for sorting bulk mailings when you run Report # 6-10, SORTED MAILING LABELS.

To sort zip codes by state, enter the first three digits of the first zip code for that state followed by the # symbol. Enter the last zip code for that state in the Section End field.

To sort zip codes by section, enter the first three digits of the first zip code for that section followed by a $. Enter the last zip code for that section in the Section End field.

To sort by city, enter the first five-digit zip code for that city here. Enter the last zip code for that city in the Section End field.

Zip Codes With Shipping Module

For the Zip Code screen to be compatible with the (optional) *Shipping Module*, zip codes must be set up as follows:

U.S. zip codes must begin with a number from 0—9.

Canadian zip codes must begin with a letter from A—Z.

Zip codes starting with a bracket ([) followed by a two-digit code are for foreign addresses other than Canada.

For the shipping program to calculate freight properly, the two-digit codes must be set up as detailed. The codes are shown on the following pages.

AB—ALBANIA
AC—ASCENSION
AD—ANDORRA
AF—AFGHANISTAN
AG—ANGOLA
AL—ALGERIA
AN—ANGUILLA
AR—ARGENTINA
AS—AUSTRIA
AT—ANTIGUA & BARBUDA

AU—AUSTRALIA
AZ—AZORES
BB—BARBADOS
BD—BERMUDA
BE—BRUNEI
BF—BURKINA FASO
BG—BELGIUM
BH—BAHAMAS
BI—BAHRAIN
BL—BELIZE
BM—BURMA
BN—BENIN
BO—BOLIVIA
BR—BULGARIA
BS—BANGLADESH
BT—BHUTAN
BU—BURUNDI
BV—BRITISH VIRGIN ISLANDS
BW—BOTSWANA
BZ—BRAZIL
CA—CENTRAL AFRICAN REP
CB—COLOMBIA
CD—CHAD
CG—CONGO
CH—CHINA
CI—CAYMAN ISLANDS
CL—CHILE
CM—CAMEROON
CO—COMOROS
CY—CYPRUS
CR—COSTA RICA
CS—CORSICA
CT—COTE D'IVOIRE
CU—CUBA
CV—CAPE VERDE
CZ—CZECHOSLOVAKIA
DJ—DJIBOUTI
DM—DOMINICA
DN—DENMARK
DR—DOMINICAN REPUBLIC
EC—ECUADOR
EG—EQUATORIAL GUINEA
EH—ETHIOPIA
EI—EAST TIMOR

EN—ENGLAND
EP—EGYPT
ES—EL SALVADOR
ET—ESTONIA
FA—FAROE ISLANDS
FD—FRENCH POLYNESIA
FG—FRENCH GUIANA
FI—FIJI
FK—FALKLAND ISLANDS
FN—FINLAND
FR—FRANCE (INCL. MONACO)
GA—GABON
GB—GUINEA-BISSAU
GC—GREECE
GD—GERMAN DEMOCRATIC REP.
GE—GRENADA
GF—GERMANY, FED. REP. OF
GH—GHANA
GL—GREENLAND
GM—GAMBIA
GN—GREAT BRITAIN & N. IRELAND
GP—GUADELOUPE
GR—GIBRALTAR
GT—GUATEMALA
GU—GUINEA
GY—GUYANA
HG—HUNGARY
HH—HONDURAS
HK—HONG KONG
HT—HAITI
IC—ICELAND
ID—INDONESIA
IL—IRELAND
IN—INDIA
IQ—IRAQ
IR—IRAN
IS—ISRAEL
IT—ITALY (INCL. SAN MARINO)
JM—JAMAICA
JP—JAPAN
JR—JORDAN
KB—KIRIBATI
KD—KOREA, DEM. PEOPLES REP.
KM—KAMPUCHEA

KN—KENYA
KR—KOREA, REPUBLIC OF
KU—KUWAIT
LA—LAO
LB—LEBANON
LH—LITHUANIA
LR—LIBERIA
LS—LESOTHO
LT—LATVIA
LX—LUXEMBOURG
LY—LIBYA
MA—MACAO
MC—MOROCCO
MD—MADAGASCAR
MG—MONOGOLIA
MI—MADEIRA ISLANDS
ML—MALI
MN—MAURITANIA
MO—MONTSERRAT
MR—MARTINIQUE
MS—MAURITIUS
MT—MALTA
MV—MALDIVES
MW—MALAWI
MX—MEXICO
MY—MALAYSIA
MZ—MOZAMBIQUE
NA—NETHERLAND ANTILLE & ARUBA
NC—NEW CALEDONIA
NE—NIGERIA
NI—NIGER
NP—NEPAL
NR—NAURU
NT—NETHERLANDS
NU—NICARAGUA
NW—NORWAY
NZ—NEW ZEALAND
OM—OMAN
PG—PAPUA NEW GUINEA
PH—PHILLIPPINES
PI—PITCAIRN ISLANDS
PK—PAKISTAN
PL—POLAND
PN—PANAMA

PR—PARAGUAY
PT—PORTUGAL
PU—PERU
QT—QATAR
RM—ROMANIA
RN—REUNION
RW—RWANDA
SA—SAUDI ARABIA
SC—ST. CHRISTOPHER & NEVIS
SD—SUDAN
SE—SWITZERLAND (LIECHTENSTEIN)
SF—SOUTH AFRICA
SG—SINGAPORE
SH—SAINT HELENA
SI—SOLOMON ISLANDS
SK—SRI LANKA
SL—SAINT LUCIA
SM—SOMALIA
SN—SENEGAL
SO—SCOTLAND
SP—SPAIN
SQ—ST. PIERRE & MIQUELON
SR—SIERRA LEONE
ST—SAO TOME & PRINCIPLE
SU—SURINAME
SV—ST.VINCENT & GRENADINES
SW—SWEDEN
SX—SYRIA
SY—SEYCHELLES
SZ—SWAIZLAND
TC—TRISTAN DA CUNHA
TG—TOGO
TH—THAILAND
TI—TURKS & CAICOS ISLANDS
TK—TURKEY
TN—TONGA
TT—TRINIDAD & TOBAGO
TU—TUNISIA
TV—TUVALU
TW—TAIWAN
TZ—TANZANIA
UA—UNITED ARAB EMIRATES
UG—UGANDA
UR—U.S.S.R.

UU—URUGUAY
VC—VATICAN CITY
VN—VANUATU
VT—VIETNAM
VZ—VENEZUELA
WF—WALLIS & FUTUNA ISLANDS
WS—WESTERN SAMAO
YA—YEMEN, PEOPLES DEM. REP.
YG—YUGOSLAVIA
ZB—ZIMBABWE
ZM—ZAMBIA
ZR—ZAIRE

City (Z.1)

Enter the name of the city. Changing any information here will automatically change ALL addresses in the system that contain this zip code.

State or Province (Z.2)

Enter the two-digit code for the State or Province.

AL—Alabama
AK—Alaska
AR—Arkansas
AZ—Arizona
CA—California
CO—Colorado
CT—Connecticut
DE—Delaware
FL—Florida
GA—Georgia
HI—Hawaii
IA—Iowa
ID—Idaho
IL—Illinois
IN—Indiana
KS—Kansas
KY—Kentucky
LA—Louisiana
MA—Massachusetts
MD—Maryland
ME—Maine

MI—Michigan
MN—Minnesota
MO—Missouri
MS—Mississippi
MT—Montana
NC—North Carolina
ND—North Dakota
NE—Nebraska
NH—New Hampshire
NJ—New Jersey
NM—New Mexico
NV—Nevada
NY—New York
OH—Ohio
OK—Oklahoma
OR—Oregon
PA—Pennsylvania
RI—Rhode Island
SC—South Carolina
SD—South Dakota
TN—Tennessee
TX—Texas
UT—Utah
VA—Virginia
VT—Vermont
WA—Washington
WI—Wisconsin
WV—West Virginia
WY—Wyoming

CANADA

AB—Alberta
BC—British Columbia
MB—Manitoba
NB—New Brunswick
NF—Newfoundland
NS—Nova Scotia
ON—Ontario
PE—Prince Edward Island
QC—Quebec
SK—Saskatchewan
YK—Yukon Territory

Country (Z.3)

This field is used on foreign addresses. Enter the country here as you want it to appear on the fifth line of the address. The country should normally be spelled out, not abbreviated.

Geographical Area (Z.4)

This is an informational field for foreign addresses.

Section End (Z.5)

This field is used for sorting bulk mailings when you run Report # 6-10, SORTED MAILING LABELS.

To sort zip codes by state, enter the first three digits of the first zip code for that state followed by a number sign (#) in the Zip Code field. Enter the last zip code for that state in this field.

To sort zip codes by section, enter the first three digits of the first zip code for that section followed by a dollar sign ($) in the Zip Code field. Enter the last zip code for that section in this field.

To sort zip codes by city, enter the first zip code for that city in the Zip Code field. Enter the last zip code for that city in this field.

Entering Zip Codes in the ABC Accounting Software

All addresses in the system use the Zip Code (Z) screen. When you type information in the Street Address field of any screen and press **Enter**, the cursor jumps directly to the Zip Code field.

1. Type in the Zip Code. If the zip code is already recorded in the files, the city and state automatically display when you press **Enter** on the zip code field.

2. If the Zip Code was not in the records already, a Lookup box appears, allowing you to choose an existing zip code. If the zip code you want is not there, press **Alt+A** to add the new zip code to the zip code files.

3. Then return to the screen you were entering data on and continue.

Messages (.)

This screen is used to track calls and relay messages.

To access the Message Screen, press **F10** and then a period (**.**).

The codes used in the *Entered By* and *For* fields should be set up in the Salesman (S) screen. In a multi-user system, each user should enter their code in the *Entered By* field of the terminal that they use. This code appears on each new record until it is changed.

To send a message to another terminal in your system, enter the user's code in the *For* field, type the message and press **F9** to save and send the message. The terminal of the user will beep if or when it is turned on.

Just to the left of the *Call Is From* title is a field where you can specify *C* for Customer, *V* for Vendor or *N* for Name. By default, the system uses the Customer screen.

When someone has taken a message for you and entered it, a special message box will pop up on your screen and the MSG box at the top right hand corner of your ABC Accounting software blinks red.

You will be notified repeatedly as you navigate from screen to screen in the Accounting program, until you have viewed your message. Once the message has been viewed on your screen, even if you haven't attended to it yet, you will stop being alerted of it.

To get detailed help for each field on the message screen, press **F1** when the cursor is on that field.

Helps Accessed From the Message (.) Screen

Edit Help (.)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home— places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Shift+Up arrow—moves the cursor to the first message.

Shift+Down arrow—moves the cursor to the line just below the last message line. If the line is blank, it places the cursor on the top line.

File Help (.)

Ctrl+N—clears the screen and loads the next available reference number. This does not save or unsave any record.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—Selection Screen

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (.)

Alt+B—loads previous (**B**ack) message for customer.

Alt+F—loads next (**F**orward) message for customer.

Alt+L—Loads first message you haven't viewed yet.

Alt+N—loads **N**ext customer. (This might be used for a time when you are calling through a list of customers to offer a promotional and want to notate their responses or something. After you call the first customer and enter him and his response on the Message screen, you can load a new record [**Ctrl+N**] and press **Alt+N** to load the next customer in order from the Customer screen.)

Alt+P—loads **P**revious customer. (The opposite function to **Alt+N** above.)

F7—loads previous message.

F8—loads next message.

Shift+F7—indexes backwards in alphabetical order for the field your cursor is on.

Shift+F8— indexes forwards in alphabetical order for the field your cursor is on.

Tools Help (.)

Ctrl+W—puts the currently loaded message # on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen), and then type .LIST. Ctrl+W

Alt+E—marks the message with a *Y* in the finished field.

Alt+H—runs a report that lists all messages from current company.

Alt+T—runs Report 6-36 that lists unfinished messages for user.

F11 or **Alt+A** allows you to page back through the messages for the user currently logged onto the screen.

F12 or **Alt+Z** pages forward through the messages for the user currently logged onto the screen.

Reference # (.0)

Reference codes are automatically generated. If you enter a prior reference number, the message with that number is displayed. You can use **F7** and **F8** to page through the existing messages.

Code (.2)

If the person who called had been entered previously on the Customer, Vendor, or Name screen; their data is displayed when you enter their code in this field.

By default the program searches the Customer screen first for a code that matches the code entered in the Code field. If it does not find a matching code in the Customer screen, it searches the Vendor screen; then the Names screen. If no matching code is found in any one of those records, the code that you typed disappears, and you have to try again or use the **F6** Lookup screen to help you out.

If you do not want the program to search for codes from the Customer screen, put a V or an N in the *'Comp'* field. Your search will then be restricted the screen you specified.

Entered By (.22)

Presumably, you are the one taking the message and entering the data here in the Message screen. So enter your code in this field. If you have your own computer terminal, your code should come up here automatically after you enter it in the first time. But if another code is entered, you will need to re-enter your code again. (Codes for this field are set up on the Salesman (S) screen. If you try to enter a code that has not been set up on the Salesman screen, an error message pops up: *"Not a Valid Salesman Code."*)

Name (.23)

Enter the name of the person who called.

For (.24)

Enter the code of the person this message is for. These codes should be previously set up on the Salesman (S) screen.

Finished (.26)

When a message is first entered, there is an **N** in this field. This means that the message has **N**ot been finished or attended to.

When the message has been read by the person it is for, or otherwise taken care of, it can be marked with a **Y** by pressing **Alt+E** from anywhere on the message screen.

Simply changing the N to Y manually will not necessarily turn off the beeper. Use the **Alt+E** method for consistent tracking of messages.

Company (.1010)

This field can indicate Customer, Vendor or Name. By default the Customer screen is searched first for a code that matches the code entered in the Code field. If it does not find a matching code in the Customer screen, it searches the Vendor screen; then the Names screen. If no matching code is found in any one of those records, the code that you typed disappears, and you have to try again or use the **F6** lookup for more help.

MSG (Message Alert Button)

When someone has taken a message for you and entered it, a special message box will pop up on your screen and the MSG box at the top right hand corner of your ABC Accounting software blinks red.

You will be notified repeatedly as you navigate from screen to screen in the Accounting program, until you have viewed your message. Once the message has been viewed on your screen, even if you haven't attended to it yet, you will stop being alerted of it.

(Helpful Hint: Because the message alert button doesn't blink anymore after you have viewed the message, it is quite advisable to deal with messages completely, pressing **Alt+E** when finished, before going on to the next thing. Of course, you can always use the **Alt+L** command to load messages that have not yet been dealt with, so unfinished messages aren't really lost in the mix—just less noticeable.)

Macro Editing

Macros can be very useful in speeding up routine entry and editing tasks, by automating a series of tasks. This not only saves you time, but also helps with accuracy, especially when automating more challenging routines.

Macros that are available for a particular screen can be found by going to the Macro tab on the Menu Bar. (Pressing **F4** takes you directly to the list of Macros. Example: A macro on the Text Editing screen prints a record and loads the next one. The name of the macro is PL. So go to the Text Editor [**F10**; **W**], press **F4**; then **PL**. The macro runs.)

The Macro screen is used for setting up new macros as well as for editing existing macros. To get to the Macro screen, press **F10**; then press the apostrophe key (') two times.

Helps Accessed from the Macro (' ') Screen

Options Help (' ')

Ctrl+D—**D**uplicates a macro. (Used in conjunction with **Alt+M.** See Duplicating Macros.)

Alt+E—takes you into the **E**ntry/**E**diting window so that you can create a new macro or edit and existing macro.

Alt+M—**M**arks a macro to be duplicated. (Used with **Ctrl+D.** See Duplicating Macros.)

Macro Code (' '.0)

This reference code is automatically generated for you. Do not enter anything here.

Macro Description (' '.1)

Enter a description of the macro.

Macro Name (' '.1110)

Enter the letter(s) and/or number(s) which will be used to activate your macro. (Often only one character is used in order to save time when starting the macro.)

Note: Some planning needs to be done when macro names are selected. When you try to activate a macro with a name of 2 or more characters, and there is another macro (of the same Type) with a shorter name that is identical to the beginning character(s) of the longer macro, the shorter macro will be activated instead of the longer one. For example, if F and F1 are the names of same Type macros, only F will work, or if R12 and R1 are the names of same Type macros, only R1 will work.

Screen (' '.1112)

Enter the screen where the macro will be used. If this is a Global or User macro (Global or User macros can be used on multiple screens), leave this field blank.

User (' '.1113)

Enter the User number if this is a User macro. (A User macro is a macro which is set up to be used on only one terminal in your computer network.)

The User Number for each ABC Accounting software terminal is displayed in the bottom left corner of the **F10** screen.

Creating Macros

From the Selection (**F10**) screen press apostrophe (') twice to get to the Macro screen.

Enter the Macro Name. This is limited to six characters, but is often kept to 1 or 2 characters.

Note: Some planning needs to be done when macro names are selected. When you try to activate a macro with a name of 2 or more characters, and there is another macro (of the same Type) with a shorter name that is identical to the beginning character(s) of the longer macro, the shorter macro will be activated instead of the longer one. For example, if F and F1 are the names of same Type macros, only F will work, or if R12 and R1 are the names of same Type macros, only R1 will work.

If this macro is to be used on only one particular screen, it is a **Screen** macro. In this case, enter the screen code in the screen field. For example, enter a C here if this macro is to be used on the Customers screen.

If this macro is to be used by only one **User**, enter that user's ABC Accounting software's user code (found in the lower, left-hand corner of the **F10** screen).

Enter a good description, so that the macro can be easily identified and understood.

Press **Alt+E** to enter the Macro **E**ntry/**E**diting window.

Enter the syntax to run the macro. (See Syntax.)

Many of these syntax simply name the keystrokes you would use, if you were manually going through the routine you are currently automating.

Pressing **F9** saves the macro and compiles it. You are advised if it is invalid.

Macro Syntax Basics

Since a macro automates a process you would typically have to do step-by-step on the system, much of the syntax you will use to program a macro name the actual keystrokes you would have used.

Put braces around special key strokes, such as **{Space}** **{Enter}**, **{Tab}**, **{Alt-A}**, **{Ctrl-G}**, **{F10}**, or **{Shift-Up}**. Notice that the hyphen is used in creating macros rather than the plus sign—Alt-A rather than Alt+A.

Do not use braces for letters, numbers, or symbols, as **B**, **5**, **%.**

Do not leave spaces between the keystrokes and other characters in the macro.

Macro Syntax Definitions

Ctrl-G is a command meaning "to **g**o and **g**et." It is followed by a field number.

The cursor goes to that field and the information from that field is saved on the clipboard to be used later in the macro.

The information from a field may also be saved to the clipboard for later use—as in using **Ctrl+V** to paste that information into a Word document.

Example: **{F10}C{Ctrl-G}C6{Enter}** Gets the current customer's email address so that you can paste it into an email later.

Ctrl-R is a command indicating that the string following it is in programming language. Following are a few common syntax that you might use after the Ctrl-R command.

if = if
eq=equals
&=get information
==put information
:=breaks programming string into phrases
sum=add
delete=delete
always=always
loadnext=load next record
" is used around specific letters and numbers (but not field #s)

Example Macros with Definitions and Explanations

A Macro to Print the Current Text Editor Record

To make a macro that prints the current Text Editor record and loads the next one, you would type:

{Ctrl-P}{Enter}{Enter}{F8}

A Macro to Print Report # 1-19

Go to the Macro Editing screen (' ')

Enter SH as a short macro name.

Leave the default Global setting as is.

Enter a description like: Sales History, Report 1-19.

Press **Alt+E** to go to the Text Editor.

Type the following string:

{F10}119{Enter}{Enter}{Enter}{Enter}{Enter}{Enter}{Enter}S

This will run report 1-19. If you want the macro to pause while you enter dates in the report other than the current month, change the string you type to look like this.

{F10}119{Enter}{Enter}{Enter}{Enter}{Enter}{Pause}{Pause}{Enter}{Enter}S

Save the record with **F9**.

Close out of the Macro Editing screen.

Go to any screen and choose the SH macro to run it.

A Macro to Add 5% to List Price if Print Code is A

This macro for the Inventory screen checks to see if the Print Code is A and (if it is) adds 5% to the list price and puts the current date in the Date Changed field.

{Ctrl-R}if11eq"A"&6*"1.05"=6:&508=7{Enter}

Loosely translated, the above command reads, "If field 11 [Print Code field] is equal to A; then get field 6 [List Price field], take it times 1.05 and put that amount in field 6 [this is the new list price]. Also, get the system date [found in field # 508] and put it in field 7 [Date Changed field]. (The colon is simply a divider to make the command easier to read.)

A Macro to Delete Items with No Stock or Sell Quantities

The following macro deletes inventory items that have no sell or stock quantity.

{Ctrl-R}&0=1010:sum,64,68eq"0":delete"I":always:&1010=0loadnext"I"{Enter}

Translation: Get field 0 [Item # field] and put it in temporary field # 1010. If the sum of fields 64 to 68 [sell quantity fields] equal 0, delete the item. Always do this, regardless of condition. The code stored in field # 1010 is reentered in field 0 and the next item is loaded.

A Macro for Entering Payments for Non-Invoiced Amounts

This macro is run from the Payments screen. It uses the number in the Old Code field of the Customer screen and puts it in the G/L # field on the Payments screen. This allows you to efficiently enter payments for non-invoiced amounts.

{Ctrl-G}14{Enter}{Pause}{Pause}{Ctrl-R}&236=8{Enter}{Ctrl-R}
&5=9{Enter}{Enter}{Enter}{Shift-Up}{Enter}{Enter}{Ctrl-G}19
{Enter}{Ctrl-R}&"{Space}"=6{Enter}{Up}

Translation:

Go to field 14 [Check # field].
Pause to enter the check number and pause to enter the check amount.

Get the contents of field # 236 [Old Code field on the Customer screen] and insert it in field 8 [G/L # field of Payments screen].

Then get field 5 [Check Amount field] and put it in field 9 [G/L Amount field].

Move the cursor to the G/L Amount field and clear the Non-Invoiced Amount field.

Move the cursor back to the G/L # field.

A Macro to Recode Inventory Items

Following is a macro that changes the first character of an Inventory code to D. Can you figure out the translation if *&0left$2,99* means "starting from the left-hand side of field 0, get characters 2 through 99"?

{Ctrl-R}&0=1004:&0left$2,99=1003:&"D"&1003=0:save"I":&1004=0{Enter}

Duplicating Macros

Go to the Macro Editing (**' '**) screen.

Load the macro you want to duplicate by entering the name or by searching for it with **F7** or **F8**.

Press **Alt+M** to Mark the macro.

Enter a new macro name, change the macro Type or Description or anything else you want changed, and press **Ctrl+D** to duplicate the marked macro using the new macro name.

Then press **Alt+E**, make any desired changes in the syntax, and save with **F9**.

Creating Looping (Repeating) Macros

MACROS ARE POWERFUL. ALWAYS BACK UP YOUR DATA BEFORE RUNNING LOOPING MACROS!

Looping macros, or macros called by another macro, are limited to one character names. This can be any number, symbol, or letter on the keyboard, giving you over 60 possible macros on one screen.

Here is an example of a repeating macro that enters information in the Maximum, Minimum and Location fields on the Inventory screen. Notice the use of **Ctrl-G** to **G**o to a certain field and **G**et the contents.

{F8}{Ctrl-G}F12{Enter}{Pause}{Pause}{Ctrl-G}F19{Enter}{Pause}{F9}{F4}x

Explanation:
{F8}—loads next record.
{Ctrl-G}—the command to jump to a certain field.
F12—field # of Maximum field.
{Enter}—presses Enter.
{Pause}—allows you to type in Maximum information.
{Pause}—allows you to type in Minimum information.
{Ctrl-G}F19{Enter}—jumps to field # 19.
{Pause}—allows you to enter the Location.
{F9}—saves the record.
{F4}—calls the macro again.
x—(The x represents the name of the record and may be any number or letter you chose.)

Utility Reports (6)

For help with a specific report, type that report number and press **F1**. Or press **F1** while in the Report Generator.

The ABC Accounting software provides you with numerous reports in every module. Once you select a specific report, you are taken into the report generator. Here you can run the default report or make specific choices about which records you want to view, which dates you want included, an how you wish to view the report.

Overview of Options Given in the Report Generator

STARTING AT—Usually the first record from the file is entered here as a default record code. Press Enter if it is the one you want. If you wish to start the report from a different record code, enter that one. You may use **F6** to search for the code you want to use.

ENDING WITH—This is usually the last record in the file you are printing from. Press **Enter** to print to the end, or enter the code of the last record you want printed. Press **Alt+S** if you want the same code in the Ending With field as is in the Starting At field. Again, **F6** may be used to search for a record code.

Depending on which report you are running, there may be several links just below the Ending With field that allow you to specify which records you want to print this report for. For instance, if you want to only view records from today, click on the **Today** link. Most these links should be self-explanatory.

OUTPUT—Choose a print option. These options are discussed below.

- MY PRINTER—Click on the link of press **M** to print this report on your own printer rather than the default printer.

- PRINTER—Click on the link or press **P** and the report is sent to the default printer for reports.

- BROWSER—Click on the link or press **B** to send this report to a browser window where you can view it without printing it out.

- ADOBE PDF—Click on the link or press **A** to print this with the Adobe PDF tool. This creates a pdf file with the information and opens the file for you to view. This

kind of file makes the report easy to email.

- TAB DELIMITED—Click on the link or press T to create a Tab Delimited file saved as a .tsv file to your computer. If you have not opened .tsv files with Excel before, you will need to right click on the file and choose to "Open" with Excel.

- XPORT (Export) —Click on the link or press X to save this report as a file on your hard drive. If you will be viewing this report in Excel, save as a .csv file. If viewing in Notepad, save as a .txt file.

Helps Accessed From Utility Reports (6) Screen

Word Processor Detail (Report # 6-1)

Running this report gives you the option of viewing the data from a series of W screen records. Press **1**, **Enter** to get to the report generator. Enter the *Starting at* and *Ending With* W screen codes.

Choose your preferred print option as described in the first part of this chapter.

Word Processor Listing (Report # 6-2)

This report lists the code of each W screen record you specify along with its date, and any data on the date line. It advises you of the number of records you listed on the report.

Zip Code List—3 Column (Report # 6-3)

This report gives a 3-column list of Zip codes arranged in order of Zip code, City, or State. A prompt gives you the option to choose which way you want it sorted. This information comes from the Zip code screen.

Zip Code List—5 Column (Report # 6-4)

This report gives a 5-column list of Zip codes arranged in Zip code order. When you press **P** to print, you will be prompted to choose condensed print so that all 5 columns can fit across the page. This information comes from the Zip code screen.

Name Listing (Report # 6-5)

This lists information from your Names (N) screen. The first prompt you get is, "*Enter Print Code or Press Enter for All.*" If you are printing your list for names with a particular print code, enter it. Otherwise press **Enter** for all names.

Name Address Labels (Report # 6-9)

To print out a series of address labels for the Names (N) screen, this report can be helpful. You will be given the option to sort the list of names you choose alphabetically or by zip code as well as by print code or all names. Also, if you have a message you want printed on all the labels, you are given a chance to enter that. Designate the specific series of names you want labels for and hit **P** for print.

Customer Phone List (Report # 6-11)

Gives a list of phone numbers for the series of Customers you specify.

Zip Code Duplicate Check (Report # 6-13)

Checks for any zip codes that have one or more duplicates.

Name Phone List (Report # 6-20)

Creates a list of phone numbers for people from the Names (N) screen. This is a condensed print report.

Zip Codes (Report # 6-27)

Prints a list of the data found on the Zip code screen.

Custom Reports (Report # 6-31)

Design your own reports with this report option.

First set up a record on the Word Processor. On the 3rd line of the Word Processor record, immediately under the date line, type the letter of the screen that the report is about. For example, **C** for Customers or **V** for Vendors. After the letter place a comma and a number specifying the number of lines for each record in the report. The 4th line is for the report title. The 5th line is for report headings. Beginning with the 6th line type the way the report should look using a caret and the letter R to mark the beginning of each field and a caret to mark the end of each field.

Here's an example of a report that would list your customer's names, their phone numbers and their balances. The field codes used after the letter R are in Appendix A at the back of the manual.

```
TEST
31212
C,3
Customer Balances
Name                          Phone #                  Balance
^RC01                    ^    ^RC07               ^    ^R!C05         ^
```

The **R** means *Replace this field*, **C** means the data is to come from the Customer screen, **01** means to get the data from field #1, the Customer's Name. **07** is field #7, the telephone number. **!C** designates a posted field from the Customer screen and **05** is the Customer balance field.

Macro List (Report # 6-32)

Prints a list of macros and their key strokes that are on your system.

FAX Transmit Log (Report # 6-39)

This report gives a log of all the faxes that have been transmitted. Obviously this report works only if you use the ABC faxing option.

Import/Export (7)

For help with a specific report, type that report number and press **F1**. Or press **F1** while in the Report Generator.

The ABC Accounting software provides you with numerous reports in every module. Once you select a specific report, you are taken into the report generator. Here you can run the default report or make specific choices about which records you want to view, which dates you want included, an how you wish to view the report.

Overview of Options Given in the Report Generator

STARTING AT—Usually the first record from the file is entered here as a default record code. Press Enter if it is the one you want. If you wish to start the report from a different record code, enter that one. You may use **F6** to search for the code you want to use.

ENDING WITH—This is usually the last record in the file you are printing from. Press **Enter** to print to the end, or enter the code of the last record you want printed. Press **Alt+S** if you want the same code in the Ending With field as is in the Starting At field. Again, **F6** may be used to search for a record code.

Depending on which report you are running, there may be several links just below the Ending With field that allow you to specify which records you want to print this report for. For instance, if you want to only view records from today, click on the **Today** link. Most these links should be self-explanatory.

OUTPUT—Choose a print option. These options are discussed below.

- MY PRINTER—Click on the link of press **M** to print this report on your own printer rather than the default printer.

- PRINTER—Click on the link or press **P** and the report is sent to the default printer for reports.

- BROWSER—Click on the link or press **B** to send this report to a browser window where you can view it without printing it out.

- ADOBE PDF—Click on the link or press **A** to print this with the Adobe PDF tool. This creates a pdf file with the information and opens the file for you to view. This kind of file makes the report easy to email.

- TAB DELIMITED—Click on the link or press T to create a Tab Delimited file saved as a .tsv file to your computer. If you have not opened .tsv files with Excel before, you will need to right click on the file and choose to "Open" with Excel.

- XPORT (Export) —Click on the link or press X to save this report as a file on your hard drive. If you will be viewing this report in Excel, save as a .csv file. If viewing in Notepad, save as a .txt file.

Helps Accessed From Importing Reports (7) Screen

To access this screen, click on **Utilities** and then **Importing** or press **F10** and then **7**.

Export Tables to SQL Script (Report # 7-10)

This report creates a script that can be executed in SQL Server Management Studio. This allows you to copy records from the ABC Accounting software database into your SQL Server so that programs outside of ABC can access the records. Enter the file characters, such as C for customer. Output to X, and enter a file name such as abc.sql. Then open the abc.sql file in SQL Server Management Studio and execute it to create a database. (If there is a previous version of the database it will need to be deleted first.)

Export to Outlook (or Google) Contacts (Report # 7-39)

Running this report gives you the option of exporting Customer, Employee, Names, or Vendors records to your Outlook or Google Contacts.

After typing in the number 39 for this report on the Importing (7) screen, you will be given the chance to choose which records you want to export. Press C for customer, E for Employee, etc. Then press Enter.

The rest of the choices are made from the Report Generator.

1. If you want to download all records, simply press **Enter** through the Starting At and Ending With fields until you are at the Printer Options.

2. Press **X** for Export.

3. You will be given a chance to name the file and save it. Enter the file name with the .csv extension. Example: vendors.csv

4. Select the folder you want to save the record in, and press **Enter**.

5. To import from Google,

    a. go to Contacts.

    b. then Import Contacts.

    c. You will be prompted to choose a file to import. Choose the csv file you just saved and choose **Open**.

    d. Then click on Import.

6. To import from Outlook,
    a. go to Addresses
    b. then File
    c. then Import
    d. then Other Address Book.
    e. Click on the line that says text file, comma separated value.
    f. Browse for the .csv file you saved and select it.

Import Data (Report # 7-42)

This report is used to import data into the ABC Accounting program. Because the data you import must obviously be specific to the ABC Accounting software, this report is seldom used without the involvement of ABC Accounting personnel. In which case, you will be sent a file to import from your ABC support representative and told to import it.

Simply choose report 42 and press Enter from the 7 reports screen. A window will pop, allowing you to browse for the correct file. Choose the file and click on Open. The data will be imported.

Sales

Customers (C)

Go to the Customer (C) screen to file any customer information—name, address, phone #s, business terms, tax status, etc. Customer payment information can be viewed on this screen as well, since it is automatically posted to reflect transactions (money the customer owes or has paid) with the customer.

Go to the Help section below called **Links** to learn more about the convenient quick links that have been added to the Windows Client Customer screen.

Helps Accessed From Customer (C) Screen

File Help (C)

Alt+I—Opens a new Invoice for this customer.

Alt+G—Opens a new Work Order for this customer.

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

Ctrl+P—Prints customer statement.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (C)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same customer information under a different code, type in the new code and press **Ctrl+D**. You will be prompted to enter the record code of the record you want to duplicate. This transfers Name, Address, Phone # etc., but not the posted information.

Ctrl+L—**L**oads the last customer which was loaded on the Customer (C) screen, Deposit (D) screen, Quote (Q) screen or Receivable Invoice (R) screen.

F7—loads previous record.

F8—loads next record.

Shift+F7—When the cursor is on an indexable field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexable field, press **Shift+F8** to scroll through information going forward.

Edit Help (C)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on. You may press **Ctrl+Z** to cancel your changes, providing you have not moved the cursor from the line or used any **Alt** or **Ctrl** functions since you made the change.

Tools Help (C)

Ctrl+F—Finds information bases on the type of field your cursor is in. Example: If your cursor is in the Terms field, and you press **Ctrl+F**, the data currently entered into the Terms field is entered in the Search at the top of the Lookup window, and all Customers with that Term are listed in the Lookup. You may change what is entered in the Search field to whatever Term you wish to search for.

(There is also an **F6** Lookup option for the Terms field. This is simply a lookup of all the terms you have set up for customers in the past. It does not tell you which customers have those terms.)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G**, a message box appears telling you the address of the field your cursor is on. This box provides space for you to enter the field you would like to **G**o to. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this customer. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+M—Gives you a **M**emo pad with the date and inside address as a heading, ready for you to type a letter to the currently loaded customer. To print the letter, use the **Ctrl+P** command. To return to the customer screen, press **F9** once to save the letter and once to return. The letter is kept on record and can be accessed by pressing **Ctrl+M** and then paging back with **F7.**

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Ctrl+W—puts the customer code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen), and then type CLIST. Ctrl+W

This command has a very wide range of possibilities. Let's look at an example to give you an idea of how it works and what its advantages are.

Let's say we have about a dozen customers we wish to view open invoices (Report 3-9) and current activity (Report 3-15) for. Instead of running separate reports for each of these customers, **Ctrl+W** will allow you to run the reports for all these customers at once using a list on the Word Processor (W) screen. Follow these steps:

1. Go to the Customer (C) screen and pull up a customer you wish to put on the list. With this customer's record on the screen, press **Ctrl+W**. The computer sets up a record on the Word Processor called *CLIST*.* A message will appear at the bottom of the screen verifying that this code was put on the Word Processor list.** Pull up each customer you wish to appear on this list and press **Ctrl+W** on each record.

2. You can view the list in the Word Processor (W) screen by pressing **F10** and **W**. Make any needed alterations there.

3. You can now run various reports for this list of customers.

4. In the report generator screen, you must tell the computer to use the Word list. To do this, type apostrophe (') followed by CLIST on the line that says "*Starting at*."

5. Leave the "*Ending With*" field blank.

6. Choose desired dates.

7. Choose your desired print option.

*VLIST if list comes from the Vendor screen. ILIST if it comes from the Inventory screen, etc.

** If a CLIST (VLIST, etc.) has already been generated with Ctrl+W at a prior time, pressing Ctrl+W on a name will simply add it to the list you made before. Or if you try to send the same record to the CLIST that you had sent at a prior time, you will see an error message saying something like, "This code is already on Word File CLIST." Following are several options for dealing with a Word File list that has already been made.

1. Modify the current list.

a. Go to the **Utilities** module. Click on the **Text Editor** link. Type ***CLIST*** (VLIST, ILIST, etc.) in the Code field, and press **Enter.**

b. If the list is basically what you want with a few deletions, go down through the list and delete the names you don't want. Then press **F9** to save the document.

c. Now you can return to the Customer (Vendor, Inventory, etc.) screen and add any additional names you wish to include by pressing **Ctrl+W** on the individual records.

2. Delete the current list.

a. Go to the **Utilities** module. Click on the **Text Editor** link. Type ***CLIST*** (VLIST, ILIST, etc.) in the Code field, and press **Enter.**

b. If this list is old and will not be used again, press **Shift+F9** to delete the record.

c. Then return to the Customer (Vendor, Inventory, etc.) screen and add all the records desired by pressing **Ctrl+W** from each record.

3. Save the current list and prepare to create a second list of records.

a. Go to the **Utilities** module. Click on the **Text Editor** link. Press **Ctrl+N** to bring up a blank (**N**ew) record.

b. Type ***CLIST1*** (VLIST1, etc.) in the code field and press **Enter**.

c. Press **Ctrl+D** to **d**uplicate a record.

d. Type ***CLIST*** in the text box provided and press **Enter**.

e. Press **F9** to save.

f. Press **F7** to page back to the CLIST record.

g. Press **Shift+F9** on that record to delete it from the files.

h. You are now ready to go back to the Customer (Vendor, etc.) screen and press **Ctrl+W** on all records you wish to use in your new CLIST file.

Alt+C—allows you to change customer codes (including codes on invoices, orders and payments) that have a reference number on the customer screen. If there has ever been a data problem or too many invoices or payments or orders, it may not work properly.

Alt+Y—When you press **Alt+Y**, you are asked, *"Transfer Customer to (V)endor, (N)ame, or (E)mployee?"* This allows you to transfer the customer's name, address and phone number to one of these three screens, by pressing V, N or E. This is to save time when someone fits into more than one category.

Shift+Down arrow—moves cursor to bottom of screen (Alert).

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (C)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

H—displays invoices, deposits and balance for the current customer. (Very similar to Report 3-22.)

A—sends a customer statement to PDF. (Taken from Report 3-36.)

P—prints a customer statement to the default printer. (Taken from Report 3-36.)

I—displays open **I**nvoices for the currently loaded customer. (Taken from Report 3-9.)

O—lists the currently loaded customer's open **O**rders or quotes. (From report 3-8.)

Y—displays the currently loaded customer's pa**Y**ments. (Taken from Report 3-33.)

Q—lists the **Q**uoted prices as set up on the Q screen for the currently loaded customer. (It uses Report # 3-6.)

S—displays freight **S**hipments. This works only with the optional Shipping Manifest Program and uses Report 6-18.

L—prints an address **L**abel for the currently loaded customer.

E—prints the customer's address for or on an **E**nvelope. You will be asked if you are printing for a window envelope. If you press **Y** for Yes, the address will be printed so that on plain paper the address would show through the window when the paper is folded. If you press **N** for No, the address will be printed on a plain envelope.

C—Combines the envelope printing with a feature that allows you to place the customer on your CLIST in the text editor. (See Ctrl+W for more about the CLIST function.)

NOTE: The on-screen reports show information from the latest date to the oldest date. For example, **Alt+I** lists open invoices starting with the most recent and ending with the oldest invoice.

NOTE ALSO that Alt+the letter on the Reports menu usually runs that report just as **F11** and the letter would.

V—Prints invoices for all open invoices for this customer. Often, we have clients who do this with the printer set to do 4 per page and print on both sides of the page (duplex option) to send along with statements.

Links Help (C)

New Invoice—From the Customer screen records, you can initiate a new invoice by clicking on the New Invoice link. You are dumped into the Invoices (R) screen with that Customer's information already loaded.

Copy Block—The Copy Block link copies the customer's name and address and saves it to the clipboard. Simply open up ABC's text editor (**F10**, **W**) or Notepad or Word or any text editing program and press **Ctrl+V** to paste that name and address. Now you are ready to write a business letter.

Address—Click on the **Address** link to lookup this customer's address on Google maps. Quick way to get directions to a customer's place when you are a service technician.

Verify—The Verify link takes you into www.melissadata.com to verify this customer's information.

Telephone—Click on the **Telephone** link to go to www.whitepages.com search function.

Email—If this customer has an email address listed, click on the **Email** link to be taken into your email program with this customers address inserted in the To field.

Customer or Name Code Setup (C/N.1)

Notice that some of the fields described here work identically in the Customer screen and the Name screen.

If the Code Generator has been set up on the Company Setup (#) screen, a consistent code is automatically generated for each new customer entered. Simply fill out the Customer Name field, and the appropriate code will be generated.

If you want the codes to be generated differently, call your ABC Accounting representative for advice.

MANUAL CODE SETUP—(not recommended)
If the Code Generator has NOT been set up on the Company Setup (#) screen, enter the code you will use to reference the customer first. It may be letters, numerals or a combination of both. Be simple & consistent. Then enter the customer's name as listed in a phonebook.

Customer Name (C.1)

Enter the customer's name as you want it to appear on invoices, statements, and A/R reports. If you use a comma in the name, what follows the comma will be placed first when it's printed on certain A/R reports, including invoices, statements, and labels. For example, Wengerman, T. Ray will be printed: T. Ray Wengerman.

Note: if you have a customer with a business name such as Walker Parts, Inc., you should not include the comma before the Inc or else it will appear as Inc Walker Parts on invoices, labels and reports.

Attention (C.2)

This may be used as an additional name or address line. Enter the information here as you want it to appear on invoices, statements, and A/R reports.

Customer Address (C.3)

Enter the customer's Street Address as you want it to appear on invoices, statements, and A/R reports. Notice that the Address field label is also a hot link. If pressed, it will take you to Google maps with that address displayed.

Zip Code (C.4)

All addresses in the system use a common Zip Code screen. When you enter a zip code, the cursor goes to the city and state fields only if the zip code you entered is not found.

Do NOT enter the extension in the zip code field. A separate field is provided for the extension. Once the city and state have been entered, the only way to change them is by using the Zip Code (Z) screen.

NOTE: Changing the information on the Zip Code (Z) screen will change ALL addresses containing that zip code!

In some cases, two cities share the same zip code. Use the zip code as normal for one of the cities. For the other city, attach a period (.) to the end of the zip code to make it unique. For example, use 17538 for Landisville, PA, and use 17538. for Salunga, PA. You could also use a comma if there are three cities sharing the same zip code.

On most screens that contain zip codes, you can page through the records by Zip, using **Shift+F7** and **Shift+F8** with the cursor on the Zip field.

Zip Code Extension (C.5)

If the address has a four-digit extension, enter it here.

E-Mail (C.6)

Enter the customer's e-mail address here. Clicking on the email link will open up a new email with this customers name in the address.

Telephone # (C.7)

Enter the phone number here. When you enter 10 characters, the phone number will format automatically. This appears on various reports. You may enter several phone numbers on this line, separating them with commas. But the program auto-formats only the first phone number entered.

Telephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if there is more than one number on record. Press **Enter** on the correct number and it is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

You can page through the records by telephone numbers when you use **Shift+F7** and **Shift+F8** with the cursor on this field.

Notice that the word telephone is highlighted as a hotlink. It will look up the phone number in the online white pages.

Print Code (C.8)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

This field is used by Report # 3-30, CUSTOMER ADDRESS LABELS, to print selective mailing lists. Enter a character here to categorize the customer for this purpose. You can put the customer into a number of different categories by entering a series of characters, separated by commas.

For example, all farmers could be identified with an F. All hog farmers could be identified with an HG,F. All dairy farmers could be identified with DR, F. Then to print out labels to all the farmers, use F as the print code, and to all the hog farmers, use HG.

Credit Limit (C.9)

Enter an amount in dollars and cents. This will trigger an automatic "over credit" message on the order or invoice screen when the customer exceeds the limit.

Late Charge (C.10)

Enter **N** here if you do not want this customer to receive finance charges for overdue invoices. If this field is left blank, the program calculates charges according to the information set up in the Company Setup (#) screen when you run Report # 3-20. You may enter a number in this field which will override the finance charge in the Monthly Rate field of the Company Setup screen. The number entered here is calculated as a percent.

Tax Status (C.11)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

If this customer normally pays sales tax, enter a tax code here which will reference a tax code in the Inventory (I) screen. Usually the two-letter State Code preceded by a period, such as .PA or .MS is used for the state sales tax.

A lookup is enabled on this field once your cursor is on it. It will reveal the list of tax codes that are currently entered on the Inventory screen.

If this customer is tax-exempt, enter the tax code with a forward slash (/) after it.

If you collect tax or track sales for more than one tax jurisdiction, states with multiple rates, or farmers, you can enter multiple codes in this field. For more information, see the R screen Sales Tax Setup & Usage as well as the I screen Multiple Tax Codes in this manual.

You can use the next field (immediately to the right of this field, preceded by a # sign) to choose how to handle items that are sometimes taxable. This is the Customer Tax Exemption # field.

Multiple Tax Codes

If more than one tax code applies to a Customer, enter the tax codes, separated by commas, in the Tax Status field on the Customer screen. A blank field indicates that this customer is exempt from all sales tax.

Or you may use the forward slash (/) option to track tax-exempt sales as explained below.

Multiple tax codes may also be entered on an order or invoice in the Tax field. Enter the same way as Tax Status on the Customer screen.

A customer or invoice may be exempt under a certain tax code, but you may need to track tax-exempt sales for that tax code. To do this, enter the tax code followed by a forward slash (/). Here are a few examples (where TX and DA are tax codes for Texas and Dallas sales tax).

TX,DA Subject to Texas and Dallas tax.

TX/,DA/ Exempt from Texas and Dallas tax but included in Texas and Dallas nontaxable sales.

TX,DA/ Subject to Texas tax, exempt from Dallas tax, but included in Dallas nontaxable sales.

TX Subject to Texas tax and not included in Dallas sales.

TX/ Exempt from Texas tax but included in Texas nontaxable sales and not included in Dallas sales.

Any codes you use, with or without a forward slash, must be set up in the Inventory screen WITHOUT the slash. For this example, set up TX and DA, but not TX/ and DA/.

For a report of sales and sales tax for multiple tax codes use Report # 3-5, MULTI-CODE SALES TAX.

Discount Level (C.12)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

The discount level is found on the Customer (C) screen, the Customer Type (Y) screen and the Quoted Price (Q) screen—with discounts on the Q screen taking precedence over the others.

This field is used to calculate discounted prices for this customer. Enter A, B, C or D to specify which Discount field from the Inventory (I) screen you want to use. If this field is blank, the discount field A is used by default.

You may also enter a Level Code (A, B, C or D), followed by a percentage, to give this customer an additional discount. For example, if you enter A5 here, items sold to this customer will be given the Level A discount from Discount A on the inventory item, plus an additional discount of 5%. Discounts are calculated

sequentially, so if Discount A is 20% and the customer gets an additional 5%, the resulting discount would be 24% (80% x 95% = 76%).

To calculate prices for this customer as a certain percent over Cost, enter E followed by a number. For example, E20 means that prices for this customer will be calculated as 20% over cost.

To calculate a certain percent of margin in the price, enter E followed by the margin %, followed by M. Example: If the cost is $1.00, E20M means that the price will be $1.25, giving a 20% margin.

Ship Via (C.14)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

Enter the normal shipping method for this customer. This information will be carried across to the customer's invoices automatically as they are entered.

Customer Terms (C.15)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

This field is used to calculate the due date, discount date, and discount amount on receivable invoices. It also appears on printed invoices.

Some examples follow:

Example 1: NET 30

Example 2: 2%—10,NET 30

Example 3: 2% 10TH N 30

Example 4: NET 30TH

Example 1 will set the due date to 30 days after the invoice date. The word NET or the letter N indicate that the net days are being specified.

Example 2 will set the discount to 2% of the invoice amount, and the discount date to 10 days after the invoice date. The percent sign (%) indicates that a

discount is being specified. Also notice that the due date is set for 30 days after the invoice date as in example 1.

Example 3 will set the discount to 2% of the invoice amount, and the discount date to the tenth of the following month. The TH indicates that a day of the following month is being specified, rather than the number of days. Once again, the final due date is 30 days after the invoice date.

Example 4 sets the due date to the 30th of the following month.

The only delimiters (characters that designate limits) required are N or NET for net days, TH for a specific day of the following month, and % for discounts. Commas, spaces, and hyphens are optional.

If you want to give a customer a discount for immediate payment (0 discount days), enter a C or a word beginning with C (such as COD or CASH) in the discount days position. (Using 0 as in 2%0 will not work.)

Examples follow:

2%C

2%CASH NET30

2%COD

2%COD N10TH

Salesperson (C.16)

Enter the salesman code as entered in the Salesman (S) screen. This will automatically carry across to receivable invoices as they are entered, and each time an invoice is saved for this customer, sales are automatically posted to the specified Salesman's records.

Advertiser (C.17)

This is an information field by which some reports (such as Report # 5-16) may be sorted.

Shipping Address (C.18)

This field is used for customers whose billing and shipping addresses are not the same. Enter the code for the shipping address as entered in the Names (N) screen. This address will carry across onto the customer's invoices automatically as they are entered.

Customer Type (C.19)

You can enter any code here that you have set up in the Customer Type (Y) screen. The Customer Type can be used by Report # 3-1, CUSTOMER ADDRESS LIST, to print a selective listing and by Report # 3-12, CUSTOMER AGED TRIAL BALANCE, to sort the customers by type. The Customer Type can also specify restrictions and special terms for the customer. These are set up in the Customer Type (Y) screen.

Message 1, 2, 3, 4 (C.20—22)

Any information in the **Message 1** field will appear on Report # 3-26, CUSTOMER REVIEW. Enter any other information you wish to keep in reference to this customer on the remaining lines.

Any one of **Messages 1—3** may be printed on a customer's invoice. To enable this option, go to the Company Setup (#) screen, click on the A/R Setup link, go to the # of Cust. Message (0—3) field, and enter the number of the message you want to show on the invoice.
In the event of a long message, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

Alert (C.23)

Alert pops up when customer is selected on work order or invoice screen and requires user to press Enter or click OK to acknowledge. This is used as a reminder for the one entering invoices. Alert will not be printed on invoices.

Contact Person (C.24)

This is an information field for your convenience. It does not reference any other screens. You may enter the name of the person you normally deal with.

Review Date (C.25)

If you want this customer to appear on Report # 3-26, CUSTOMER REVIEW, on or after a certain date, enter that date here along with an applicable message in the Message 1 field.

Last Change Date (C.26)

This field is automatically set to the system date each time you change something on the screen and save it.

Home Telephone # (C.27)

Enter the home telephone number here. If you enter 7 or 10 characters, the phone number will format automatically. This appears on various reports. You may enter several phone numbers on this line, separating them with commas. But the program only auto-formats the first phone number entered.

Telephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

You can page through the records by telephone number when you use **Shift+F7** and **Shift+F8** with the cursor on this field.

Purchase Order Required (C.30)

If this customer requires his Purchase Order # to be included on every invoice you send him, enter a **Y** here. You will be reminded to include the Purchase Order # on each invoice, if you try to save it without one.

Tax Exemption Number (C.31)

If the customer is tax-exempt (has a tax code with a slash [/] after it in the Tax Status field), enter his tax-exemption number here. If the Tax Status field indicates the customer is tax-exempt, and there is no tax-exemption number, you will be reminded of this every time you enter this customer's code on a customer work order or invoice.

You may also use this field to tell how to handle items that are sometimes taxable (items with an S in the Tax field on the Inventory screen). To do this, enter one of the following letters in this field:

A—these items are **A**lways taxable for this customer

E—these items are usually **E**xempt for this customer

T—these items are usually **T**axable for this customer

Not entering any of these letters will have the same effect as entering a **T**.

You may also enter a tax-exemption number after one of the above letters, as in A12345678.

Commission % (C.32)

This is an information field used by some custom reports.

Zone (C.33)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

Zone charges are used when there are varying charges depending where the customer lives.

One example would be the charge for a service call. Here are the steps for setting up varying service call charges.

1. Enter a code in the Zone field of the Customer screen to identify the zone in which this customer lives. You may use letters or numbers such as: 01, 02, 03, or A, B, C.

2. In the Inventory screen, set up an item using a code such as SC as the item #, SERVICE CALL CHARGE as the description, and put a Z in the Unit field.

3. Also in the Inventory screen, set up an item for each zone, starting with the letters SC (or whatever you chose in Step # 2) and ending with the various zone codes (that you established in Step # 1). For example, SC01, SC02, SC03, or SCA, SCB, SCC. Type the description that you want to appear on the invoices. In the List Price field put the service call charge that corresponds to that zone. DO NOT put a Z in the Unit field of these items.

To put a service charge on an invoice, enter SC for the Item #. The correct zone is automatically attached for this customer, and the appropriate item # and charge are added to the invoice.

Fax Number (C.34)

On the Customer, Vendor and Names screens, you can enter a FAX number. If you enter 10 characters, the FAX number will format automatically.

If you have a modem that meets our specifications, you can send Word Processor records to someone with a FAX machine. Here's how:

1. Load the person on the C, V or N screen.

2. Go to the W screen and load the document that you want to send.

3. Press **Ctrl+P**. A message box appears asking you to press "**P**, **N**, **D** or **Enter**." Instead, press **F** for **F**AX.

4. Press C, V or N depending on who you are FAXing to, or type in the FAX number and press **Enter**.

You can page through your records by FAX Number, using **Shift+F7** and **Shift+F8** with the cursor on this field.

Ship—R or C (C.35)

This is an information field which may be used with the optional *ABC Shipping Manifest Module*. Use **R** for **R**esidential customers or **C** for **C**ommercial customers.

Old Code (C.36)

This is used with special programming when transferring records from another system to ABC Accounting.

You can page through your customer screen by Old Code, using **Shift+F7** and **Shift+F8** with the cursor on this field.

New Code (C.44)

If you need to assign a new code to one of your customers, enter a new customer record for him. Then, on the customer's old record, enter the new code in this field. Now when you enter this customer on an Invoice, Order, or Job, you can enter either the old code or the new one, and the information is brought over from the new record.

Report # 3-1, CUSTOMER ADDRESS LIST, and Report # 3-30, CUSTOMER ADDRESS LABELS, skips customers with this field filled in, because they use the new code assigned to the customer.

City (C.101)

If the Zip Code you entered in the Zip Code field, did not exist in the Zip Code (Z) screen, the cursor jumps from the Zip Code field to the City field. Type the name of the city here and press **Enter**.

State (C.102)

Enter the two-digit state code here. See the section titled *State or Province* for a list of these codes.

Notes (C.781)

Click on the link to place a "journal" entry. Or use the Ctrl+J function. Your journal entry is saved and can be accessed at any time by clicking on the link again. The field will say "(present)" to alert you to the fact that there are notes recorded for this customers.

Posted Fields (C)

The following fields are restricted and are maintained in the background by your ABC Accounting program: Date First Entered, Post Date, Last Change Date, Month-to-Date Sales, Prior Sales, Month-to-Date Payments, Balance, Prior Balance, Month-to-Date Cost, Prior Cost, Non-Invoiced Amount, Sales 1 Year Ago, Sales 2 Years Ago and Special Deposit amount.

These fields are updated upon entry of a receivable invoice or deposit. The Post Date tells when the last transaction was posted, and indicates which month is represented in the month-to-date figures.

Default Record Setup (C)

A Default Record is a record that contains all the information you want to repeat on most or all of the records you will enter into this file. Setting up a default record saves the operator from entering the same information again and again.

To set up a default record, use a quote (') as the code of the record. Then enter any information on the screen which is usually true. For Customers, you could fill in Credit Limit, Late Charge, Tax Status, and Terms.

When this information is entered, save the record with **F9**.

When you enter a new Customer, the information that you entered in the Default Record will be displayed. Then you enter whatever other information you want on that record. Change any of the default information, if necessary, whenever you wish.

Customer Setup (C)

To set up a new Customer, go to the C screen. If the screen is not blank, press **Ctrl+N** for a **N**ew screen. This gives you a blank screen to enter the new Customer. Type the customer's name the way it would appear in the phone book—the last name, a comma, the first name and the middle name or initial. After you have typed the name, press **Enter**. A reference code is automatically generated for this customer. If the code is a duplicate of one that was already entered, the Customer lookup will be displayed with the new entry. If the customer you want is already found in the lookup screen, place your cursor on that line and press **Enter**. The record you were going to create is dismissed.

(If the software does not generate a code for the customer you are entering, make sure the Code Generator has been set up for customers on the Company Setup (#) screen.)

The rest of the fields on the C screen are optional, depending on your needs. The information in these fields can be entered or changed at any time.

The most commonly used fields are Name, Street Address, Zip, Phone # and Tax Status.

When you are done, press **F9** to save. The cursor returns to the Code field. To enter another Customer, press **Ctrl+N**. You will be given a blank screen to enter the new information on.

Paying Back a Customer Overpayment (C)

When a customer overpays an invoice, the extra amount will automatically be applied to the customer's NIA (Non-Invoiced Amount) as a credit. Then when a new invoice is entered for the customer, the credit can be applied to it.

A credit invoice can be taken care of the same way.

A. Applying an NIA (Non-Invoiced Amount)

To apply an NIA to a customer's invoice follow these steps:

1. Press **F10**. Press **D** to go to the Deposit screen.

2. Type in the customer's code. Press **Enter**.

3. Leave the check number and the check amount fields blank.

4. Type the NIA amount in the Pmt Apd (Payment Applied) field and press **Enter**.

5. Press **F9** to save the record.

B. Issuing a Check for a Credit Invoice

Sometimes you may want to issue a check to take care of a customer's credit balance. To do this:

i. Enter a deposit using the Customer's Code, but without a Check # or Check Amount.

ii. In the Apply to G/L Account field, enter the G/L account number that is set up for transfers. (ABC's standard Customer Transfer Account is # 10.)

iii. Enter the NIA or credit invoice amount as a positive figure.

iv. If it is an NIA amount you are taking care of, that is all you need to enter on the Deposit (D) screen. If you are taking care of a credit invoice, you will also need to apply payment in the Pmt Apd (Payment Applied) field on the lower section of the screen, on the line which has the credit invoice. Enter the number as a negative figure. This changes the invoice for the customer to a closed, rather than an open, invoice.

v. Then issue a check to the customer from the Ledger (L) screen, applying the check amount to the same G/L Account that you used on the Deposit (D) screen.

a. If you use automatic deposit posting, it will put the amount into the specified G/L account. Parts b and c below will not apply to your case.

b. If you post Accounts Receivable to General Ledger by making a manual entry on the Ledger screen, you will need to make a special entry to post this transaction properly.

i. If you are paying a credit invoice, make an entry to subtract the check amount from the G/L Transfer Account and add it to the G/L Accounts Receivable Account.

ii. When you enter the bank deposit, you will take the whole deposit amount out of the G/L Accounts Receivable Account as usual.

iii. For a Non-invoiced Amount, simply take the check amount out of the same G/L Account that you applied it to on the Deposit screen. The rest of the bank deposit gets taken out of the G/L Accounts Receivable Account.

c. If you post Accounts Receivable to General Ledger with Report # 3-37, CASH DEPOSITS BY G/L #, the program will automatically post this transaction properly.

Customer Refunds—Invoiced Return (C)

1. Enter the customer return just like an invoice, but use **negative quantities** (not negative dollar amounts)!

2. If the item was taxed when you sold it, it should also have tax applied on the customer return. The proper tax code should be entered in the tax field.

3. Save as normal by pressing ***F9***. (Saving also calculates the tax to be refunded.)

4. On the Payments (D) screen you have several options—refunding with cash, credit, or check.

   a. Refund cash to the customer.

      vi. Enter **C** for **Cash** in Pay Type.

vii. Enter a negative amount in Check Amount for the amount of the customer return invoice.

viii. Enter a negative amount in Payment Applied for the customer return invoice.

ix. Press ***F9*** to save.

b. Refund by credit card.

i. Enter the credit card type in Pay Type.

ii. Enter a negative amount in Check Amount for the amount of the customer return invoice.

iii. Enter a negative amount in Payment Applied for the customer return invoice.

iv. Press ***F9*** to save.

c. Refund by check. This requires a G/L number for customer transfers. (ABC's standard G/L account for customer transfers is G/L 10.)

i. Leave the Pay Type and Check Amount fields blank.

ii. Enter the customer transfer G/L number in the Apply to field.

iii. Enter amount of return in the G/L Amount field.

iv. Enter a negative amount in Payment Applied field for the customer return invoice.

v. Press ***F9*** to save.

vi. You will then need to issue a check to the customer in the amount of the return. Use the customer transfer G/L number used on the Payments (D) screen.

vii. After the deposit is made and all entries are finished,

the customer transfer account should be zero.

Customer Refunds—Non-invoiced Return (C)

If the customer returns something that was not paid for, make another invoice as described above. To remove this transaction from Report # 3-09, CUSTOMER OPEN INVOICES, go to the Deposit (D) screen. Enter this customer's code. Below, enter a positive amount for the one invoice and a negative amount for the other. Save with **F9**.

1. Make an invoice with a negative number in the quantity field and the refund in the amount field.

    a. You may find the original invoice # and then press **Ctrl+N** for a blank screen.

    b. Then press **Ctrl+D** to **D**uplicate.

    c. Enter the # of the original invoice followed by an **R** to **R**everse.

    d. Enter a minus (-) sign in front of the Order and Ship Quantities.

    e. Enter a -1 in the ship field on any tax or freight amounts.

    f. Make sure the Amount to refund is correct.

2. When you press **F9** to save, the POS screen appears. Choose option **B** for **B**oth which takes you to the Deposit screen.

3. Leave the Check # and Check Amount fields blank.

4. In the Payment Applied (Pmt.Apd) field, enter a positive amount for the 1 invoice and a negative amount for the other.

5. Save with **F9**.

Using a Credit Card to Pay Bills (C)

1. On the G screen, set up an account labeled Credit Card Transactions. (ABC's standard Credit Card Transactions account is # 331.)

2. On the Company Setup (#) screen, enter the G/L # that you set up in step # 1 in one of the unused ledgers. The ledgers are numbered from 3 to 7.

3. When a credit card bill arrives, mark it paid by going to the Check Writing (/) screen. (Use the Ledger # set up in step # 2.) Enter the Bill # in the Ref column and press **F9.** Print the check on plain paper.

4. When a credit card payment is due, write a G/L check from your Bank Ledger using the Ledger (L) screen. For the account number, use the G/L # you created in step # 1.

Bad Check Transaction (C)

1. The correct time to record a bad check transaction is immediately after printing a deposit slip (using a *Y* in Deposit Total). DO NOT DELETE the original deposit from the customer.

2. Make a separate entry on the Payments (D) screen. Fill in the Customer code, Pay Type, and Check # fields. Enter the Check Amount as a negative number. Put a *Y* in Deposit Total.

3. With your cursor in the bottom part of the screen, press **Alt+I.** An "Enter Invoice # to load" message appears.

4. Enter the invoice number the customer's bad check paid.

5. In the Payment Applied field enter the amount as a negative figure. When saved, the invoice will show an open amount in the balance field and on the Customers (C) screen.

6. If one check covered several invoices, you may use **Alt+I** as many times as necessary to load more invoices. Repeat steps 4 and 5 above.

7. Save the record with ***F9*** when done.

Data Management Utilities for Customers (C)

If you want to start using a new code for a customer, leaving the original record intact, simply use the New Code field. (For help, press **F1** while on that field.)

However, if you want to change a customer's code and delete the original record, any transactions that have been entered for that customer must also be changed to use the new code.

A utility is provided for this purpose. Use it with care, observing the following steps:

1. Make sure you have a current backup of your data.

2. If you are on a network, use the ABC server for the following steps.

3. Go to the Customer (C) screen.

4. Load the customer you want to change.

5. Write down any posted amounts, such as Balance.

6. Press **Alt+C**.

7. Enter the new code you want to use for the customer.

8. Wait until posting completes (hard disk activity will stop); then load the new customer and make sure the posted amounts are correct.

9. When the new record is correct, you may delete the old one if you wish.

10. To change another customer, go back to step # 4

Invoices (R)

As the name implies, the Receivable Invoices or Sales screen's main purpose is to generate invoices for your customers, so that you can receive payment for goods sold.

That makes it brief and simple. In the helps following, however, you will learn not only how to create invoices efficiently, but also how to apply a credit, deal with customer returns, apply discounts and charges, print subtotals, change quotes or orders to invoices, process standing orders, and set up sales tax.

So dig in and enjoy.

Helps Accessed From the Invoices (R) Screen

File Help (R)

Ctrl+N—clears the screen, without saving or un-saving the current record, and set the reference number to the next available number.

Ctrl+P—prints an Invoice or Work Order.

F5—exits lookup.

Shift+F5—closes all lookups.

F6—opens lookup. (Pressing F6 the after the Lookup has opened toggles between a list of All Vendors and Active Vendors.) Example: **F6** on the Vendor Code field displays a list of all your vendors. The Search field at the top of the F6 Lookup window allows you to search for a specific vendor.

Shift+F6—opens alternate lookup. Example: **Shift+F6** on the Vendor Name field displays a list of bills from this vendor.

F9—saves record.

Shift+F9—deletes record

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (R)

Ctrl+D—**D**uplicates. Start with an existing record. Press Ctrl+D or click "Duplicate record" on Load menu.

Choose Work Order / Proposal / Invoice. Option to reverse quantities and amounts. Other options where applicable: Delete original record / Clear ship quantities / No special action. If creating a new record could result in duplicating serial numbers, you'll get an option to keep (duplicate) or clear them.

The new record is displayed on screen. If "Delete original record" was selected, the old record is deleted and the new one is immediately saved. Otherwise, the new record is not saved immediately, and the operator can choose to make changes, save, or discard it.

Ctrl+L—**L**oads the last customer loaded on the Customer (C) screen, Deposit (D) screen, Quote (Q) screen, or Invoices (R) screen.

Alt+N—loads the **N**ext customer **or** the next inventory item, in alphabetical code order. The location of the cursor determines the operation. If it is on an item line, the next item is loaded; otherwise the next customer loads.

Alt+P—loads the **P**revious customer **or** inventory item, in alphabetical code order. The location of the cursor determines the operation. If it is on an item line, the previous item is loaded; otherwise the previous customer is loaded.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—searches back for previous invoice for currently loaded customer. Cursor must be on the Customer Code field. **Shift+F7** may be used on many other indexable fields as well.

Shift+F8—searches forward for the next invoice for the currently loaded customer (with cursor on Customer Code). **Shift+F8** also works on many other indexable fields.

Edit Help (R)

Ctrl+A—**A**dds a blank line at the cursor, pushing down any lines that are below. This only works in repeating fields.

Ctrl+C—**C**opies highlighted line.

Ctrl+E—**E**rases the line where the cursor is and move up any lines that are below. This only works in the repeating fields.

Ctrl+V—pastes items that were previously copied or cut. You can paste repeatedly.

Ctrl+X—cuts marked items.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Shift+F2—marks or unmarks lines so that multiple lines can be cut, copied, and pasted. An asterisk (*) is thrown into the Tax field so you know which lines you have marked. After you have marked all the lines you want to cut or copy, right click and choose **Cut Line** or **Copy Line** from the menu. **Paste Line** inserts the lines wherever you place the cursor.

Alt+D—places cursor in date field. WARNING: The date should not be changed to a different accounting period or DISCREPANCY may occur between periods.

Alt+I—jumps the cursor to the Order# or Quote# field from any place on the screen.

Alt+M—goes to Slip # field from anywhere on the invoice, order or quote.

Shift+Right arrow—moves the cursor from anywhere on the screen to the Due Date field.

Shift+Left arrow—moves the cursor from anywhere on the screen to the Reference Number.

Shift+Up arrow—moves the cursor to the first item and description line.

Shift+Down arrow—moves the cursor to the line just below the last line used on the invoice, order, or quote. If the invoice is blank, it places the cursor on the top line.

Tools Help (R)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G**, a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this invoice. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Ctrl+W—saves the reference # to a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear the screen); then type RLIST. Ctrl+W

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Alt+1—If you press **Alt+1,** when the cursor is on an inventory item line, you are taken to the Inventory (I) screen, with the item loaded on the screen. This is useful for changing price or description if you want to. Pressing **F9** on the Inventory screen returns you to the invoice, quote or order.

NOTE: If you run a screen report such as **Alt+S**, Sales History, or **Alt+B**, Purchase History, while you are on the Inventory screen, **F9** will not return you to the invoice. You must press **F10** and R and then reload your invoice, order or quote. Anything that had not been saved on the invoice, order or quote will be lost.

Another NOTE: If you changed a price on the Inventory screen, and you want that price to take effect on the current invoice, order or quote, you should either press **Alt+R** to re-price all the invoice items, or you should reload the item that has a new price. One way to reload an item is to press **Alt+N** and then **Alt+P**.

Alt+4—opens the cash drawer if your system is set up with one this.

Alt+=—changes cost of the item on the line where the cursor is. This will not change the Cost field on the Inventory (I) screen, but it does affect the posted Sell Cost on the Inventory screen.

Alt+C—re-prices all items. This command recalculates the prices based on the List price in the Inventory (I) screen and any discounts this customer receives.

Alt+H—calculates quantity based on entered Amount and the selling price. This only works in the Order or Ship field. For example, if the selling price is $50.00 and you know the total bill is $775.00 but don't know what the quantity is. Type 775 in the Order or Ship field and press **Alt+H** before you press **Enter**. The Amount field will read $775.00, and the Quantity will read 15.50. (This example would be based on price per pound, or something similar where partial amounts could make sense.)

Alt+J—Changes a line item (any field) to a remark and lands the cursor on the remark. Price and most other info stays unchanged. This allows using an item to set fields by default, then changing the description without losing that info. For a shortcut, enter ItemID and immediately press **Alt+J** without pressing Enter. The remark and related fields are there, with the cursor on the remark, ready for editing. NOTE: If a line item has linking info such as serial numbers or a purchase order ID, changing that item to a remark will automatically clear the linking info.

ALT+K—allows operator to change job class.

Alt+L—When you press **Alt+L** it will take the item from the R screen to the ORDERLIST record on the W screen. Cursor must be on item line. If item is a remark, it will create an item with open bracket, incremented numerically in the Inventory screen and then place it on the ORDERLIST. The ORDERLIST may be changed as desired by running the following macro from the R screen:

{Ctrl+R}pointer3=1023+1049-1023/"6"=1070&""&0=0&"O"=1003&
"OO111"gotoP18{Enter}

(For help on setting up macros, see the helps on Macros.)

This macro is normally run by pressing **F4**; then **O**. An order on the Purchase Order (O) screen can be created from the ORDERLIST with the cursor on a chosen line. Items with that vendor and anything below the chosen line without an asterisk will be placed on the Purchase ORDERLIST. (It uses Report # 1-11.)

Alt+O—**O**verrides automatic back ordering. If the cursor is on or after the Ship Quantity you want to override, and before the Ship Quantity of the next line, **Alt+O** will place the quantity from the Order Quantity field into Ship Quantity. If the cursor is on the Order Quantity field, **Alt+O** will ship the entered number unless it is zero.

Alt+R—re-prices all items that need to be updated. This is used when the prices have been updated in the Inventory Items screen and you want to see those new prices carried over to this invoice.

Alt+Q—creates an invoice with all **Q**uoted Prices for this customer. WARNING: This will erase any lines already entered on this invoice.

Alt+S—goes to Serial Number screen. (Cursor must be on the line with the serial number item). On a serial number line it displays the serial number entry screen or a line with BL in unit will display entry lookup for associated items.

Alt+W—(Invoice mode only.) When an order # is entered in the Order # field, the order is copied to the invoice. Use **Alt+W** to copy the amounts in the Order field into the Ship field. It does not check to see if the items are in stock.

Alt+X—Imports parts from other Windows lookup programs, such as Part Smart or All Data.

Your ABC Accounting software and the other program must be loaded on the same computer, so you can use **Alt+Tab** to switch back and forth from the R screen to the alternate program's lookup screen.

From the alternate program, you select the parts you want and post or export them to a list on a DOS file. Press **Alt+Tab** to return to ABC Accounting. Press **Alt+X** to automatically enter the parts into the invoice or order screen. Unless your cursor is on the line item, the part is automatically appended to the bottom of the invoice.

The **Alt+X** function must be set up for each individual program you wish to import data from. Talk to your ABC Accounting representative to get this function set up properly for you.

Reports Help (R)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

TO SCREEN:

Y—views pa**Y**ment information for invoice. (From Report 3-23.)

C—gives **C**ustomer order detail on item your cursor is on (indexes work orders).

S—shows Sales history (indexes invoices).

V—shows what **V**endors you ordered this item from (indexes purchase orders.)

B—shows what **B**ills include this item.

A—prints work order or invoice to PDF.

TO PRINTER:

P—prints the invoice. This command can be used for any saved invoice, paid or unpaid, from any time period.

K—prints packing list (shipping ticket). This resembles an invoice on plain paper except there are no prices listed and Location is specified if it was specified on the Inventory (I) screen for that item.

L—prints a receipt for **L**ayaway.

TO FAX:

F—**F**axes Invoice or Order with prices.

W—faxes Invoice or Order **W**ithout any prices.

Links Help (R)

Address—Click on the **Address** link to lookup this customer's address on Google maps. Quick way to get directions to a customer's place when you are a service technician.

Verify—The Verify link takes you into www.melissadata.com to verify this customer's information.

Customer Invoice # (R.0)

This reference number is automatically generated. You can view previously entered invoices by paging back and forth with **F7** or **F8**, looking it up with **F6**, or simply entering the number of the invoice.

Since Customer Invoice/Order/Quote # is used to sequence the invoices, orders or quotes on the customer statements and other reports, it should be in chronological order by date of entry. Invoice numbers from a later financial period must all have a larger number than those from a previous period.

Customer Code (R.1)

This code references the Customer (C) screen. All pertinent information about this customer is loaded once you enter the Customer's code.

Slip # (R.2)

This is an information field. It may be used to record the manual invoice numbers when entering manual invoices. This number appears on the Customer Statement.

Salesman (R.3)

This is carried across from the Customer (C) screen, but may be changed here. By entering a salesman code here, the total of the sale will be posted to the Salesman (S) screen when the invoice is saved.

Entry Date (R.4)

This is the invoice date. It is automatically set to the system date at the time the invoice is entered. Customer aging and finance charge calculations are based on this date, as well as some sales reports. If you post sales to General Ledger with Report # 3-27, A/R SALES BY G/L #, the Entry Date determines to which G/L period the invoice is posted.

Tax (R.5)

This is automatically loaded from the Tax field on the Customer (C) screen but may be changed on this particular invoice or order. Placing a forward slash after any tax code negates that tax.

If you collect tax or track sales for more than one tax jurisdiction, states with multiple rates, or farmers, you can enter multiple codes in this field. For more information, see the C screen Multiple Tax Codes as well as the I screen Multiple Tax Codes in this manual.

Shortcut: if this field already has one or more tax codes, you can make the order/invoice tax-exempt by just entering a forward slash. This will attach a slash to each tax code.

Ship VIA (R.6)

This is set from the Customer (C) screen but may be changed here. Enter the shipping method for this invoice.

Customer Purchase Order # (R.7)

This is an information field. It will appear on the printed invoice/order.

In the event of a long order number, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Order # (R.8)

This field is used in the Invoice mode.

If an Order was entered for this customer, the Order number may be entered here and the items will be carried across with quantities in the Order field. Then you only need to enter the Ship quantities and save the invoice. Use **Alt+W** to copy the Order quantity to Ship quantity for all the lines on the invoice at once.

If you are in Order Check mode, enter the Order # here for the order you are checking. The order is brought up, and you can enter Item #'s and Ship Quantities.

Terms (R.10)

This is set from the Terms field on the Customer (C) screen but may be changed on the invoice/order. It is used to calculate Due Date, Discount Date and Discount Amount, and will appear on the printed invoice/order.

Due Date (R.14)

This date is printed on the invoice and on some A/R reports. It may be calculated from Terms or entered manually. Finance charges are calculated from the Due Date.

The Due Date affects finance charge calculation. It can be used to increase the Days Till Charge or to decrease the Free Days.

Discount Date (R.15)

This field prints on the invoice and on some A/R reports. It may be calculated from Terms or entered manually.

This field is used to set Discount Earned on the Deposit (D) screen when the invoice is paid.

Discount Amount (R.16)

This field prints on the invoice and on some A/R reports. It may be calculated from Terms or entered manually.

This field is used to set Discount Earned on the Deposit (D) screen when the invoice is paid.

Notice that Due Date and Discount Date are set as soon as Terms are entered, but Discount Amount is not set until the invoice is saved. For this reason, you can enter the discount amount manually only if the terms do not specify it.

Ship-To (R.17)

This code references the Names (N) screen. Ship-To names and addresses should be set up in the Names (N) screen and the Ship-To code should be entered on the Customer (C) screen. It is automatically carried across from the Customer (C) screen but may be changed here.

Remark (R.18)

Enter any information you want printed on the invoice/order and on the customer's statement where this invoice is listed.

In the event of a long remark, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Delivery Date (R.19)

Enter the date the items will be delivered to the customer.

ABC SCHEDULING MODULE—Entering or clearing this date can trigger or suspend automatic scheduling.

Job # (R.21)

ABC JOB COSTING MODULE—This code references the Job (J) screen. If you are using Job Costing, enter the Job # to which this invoice applies.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Interest Code (R.22)

Enter an **N** if you do **N**ot want finance charges to apply to this invoice. If the Late Charge field in the Customer (C) screen already contains an N, or if you don't use Report # 3-20, GENERATE FINANCE CHARGES, you don't need to enter anything here.

Type (R.23)

This is carried across from the Customer (C) screen, but may be changed here. It may restrict or allow access to restricted Inventory items.

Bill Code (R.26)

H—**H**olds Order till all items are in stock.

Q—**Q**uoted prices remain when ship quantities are entered (on order or invoice).

B—Combines the function of both H and Q above.

E—**E**stimate. Quantities do not post to (C) or (I) screens. JOB COSTING: If order has a Job Number, it posts into Estimated Information on the ('D) screen.

C—won't post quantities to Inventory or item costs to Job Costing.

+—retains order when invoiced, also 1-16 skips order.

Any other codes or combination of codes can be used to identify orders and perform multiple functions.

Here are a few rules on combinations:

1. If you use C or E, put it first, as in EQ.

2. If you use B, H, or Q, put it last.

3. You can put a + anywhere, as long as you observe the previous rules.

Examples: +1, 1+, E+, +Q, E+Q.

1. The Plus sign in these example means that the order shall be saved when the invoice is generated. **Notice** that it can be placed anywhere—right, left, or middle.

2. Any numbers or letters you choose to use besides those explained above are your choice and mean whatever you want them to mean. The 1 used in the first 2 examples can logically mean that you will bill them in 1 month. Or it could mean anything else of your choice.

3. Notice that the E used in the above examples always comes first, at the left of the code. That is the only proper way to use E in a code.

4. The Q, on the other hand, must come last, or to the right of the code—always.

Here are some pointers on reports that are affected by Bill Codes:

1. REPORT # 1-16: Bill codes B, H, and Q are used on regular Orders that are invoiced with this report, INVOICE ORDERS FROM STOCK.

2. REPORT # 5-36: JOB ESTIMATES. Use this report to print job estimates.

3. REPORT # 3-32: With this report, GENERATE INVOICES FROM ORDERS, you may use any letter other than B, H, Q, E, or C. This can be useful for monthly or other periodic billings of rentals, services, etc.

    a. You should have a + in the Bill Code field if you want to keep the order instead of deleting it when an invoice is made. Although does not delete the order, if you invoice manually it will be deleted unless you have a + in the Bill Code.

    b. When you run the 3-32 report, you will be asked to enter the auto-invoice code for orders to bill. Enter the Bill Code exactly as you entered it in this field.

    c. If you wish to enter a different special description on the invoice each billing, enter a remark on the order, with a hyphen (-) at the point you want the message to be attached. You must also have a hyphen (-) in the Unit field on the same line.

        For example, the remark could be "THIS IS YOUR RENT BILL FOR -" and the Special Description could be "October, 1997". The invoice would print *"THIS IS YOUR RENT BILL FOR—October, 1997"*.

        This feature is normally used for stating time periods and is entered every time Report # 3-32, GENERATE INVOICES FROM ORDERS, is run.

Material Reference (R.28)

ABC JOB COSTING MODULE—You may enter the Reference # here from the Material Entry screen that you want to invoice, and the items from the Material Entry screen will be carried across with all the quantities and prices. You will then only need to enter the Customer Code to whom the invoice is being made, and all this information will be carried across from the Customer (C) screen.

When the invoice is saved, the Invoice # is automatically placed back on the Material Entry screen. If a C is entered in the B)ill or C)ontract field on the Material screen, the posting to the Inventory (I) screen is not changed. B is entered automatically if there is not a C in B)ill or C)ontract on the Material screen, and cleared when there is a C in Bill Code on the Invoices (R) screen.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Operator (R.29)

The operator may enter his initials here. This will identify the one who prepared the invoice, work order or order.

Item Code & Description (R.30)

Enter an inventory item code. All pertinent information about this item for this invoice will be loaded from the Inventory files.

You may also enter a remark here, with a period at the end. A period indicates that the program doesn't need to search the Inventory files for this information.

If the item code is not found on the Inventory (I) screen, the Lookup screen pops up so you can search for the correct item. If you want to set up a new item with the code you entered, press **Alt+A.** You will be taken to the Inventory screen where you should enter the description, G/L account number, and whatever other information you want. When you press **F9** to save the record, you will be taken back to the Invoice with your new item displayed.

Or you may use the **Up** and **Down** arrow keys and the **Page Up** or **Page Down** keys to find the right code on the Lookup screen. When the right code is found, highlight that item and press **Enter** to load that item instead of the code which you had entered first.

If you don't wish to set up an item on the Inventory screen, simply press **Enter** after the Lookup screen is displayed. Your code is treated as a remark, and a period is added to the end of it by default.

If you press **F5** while the Lookup screen is displayed, it disappears and the cursor is back at the Item Code field ready to try again.

If you enter an item which has alternate parts, an automatic lookup will show the original item highlighted, and display its alternates which can be selected to replace it. Multiple levels will work. If item A references item B which references item C, any of the 3 will show all 3 in the lookup. If you select an item that has alternate parts, an **AltItems** link to the lookup will appear on the bottom line. This lookup also works from the Inventory (I) screen.

Ship Quantity (R)

Enter the quantity to ship to the customer. The total amount for multiples of an item will not show. However, the total bill amount is updated as you enter items and quantities.

If you enter a ship quantity that is larger than the stock quantity of this item, and Automatic Ordering on the Company Setup (#) screen is set to A, the program will automatically enter the Stock Quantity in the Ship field and the remaining quantity in the Order field. Then when you save the invoice, you will be asked if you want to back order unshipped items.

(When Automatic Ordering on the Company Setup (#) screen is set to O for Optional, the Order quantities must be entered manually. If it is set to N, you cannot do back orders from invoices.)

If Automatic Ordering is enabled, a special case occurs when you sell a superseded item (an item having the New # field filled in on the Inventory screen). If only a partial quantity of the old item is in stock, the computer will split the quantity between the old and new item(s) to fill out the order.

Here's how you use this feature.

1. Enter the item #.

2. Press **O** to indicate you want to sell the **O**ld item.

3. Enter the ship quantity.

4. If the ship quantity exceeds the stock quantity, the program automatically adds replacement item(s), if available, to fill the total quantity.

5. Any quantity left over will be back ordered on the last replacement item used.

ABC SCHEDULING MODULE—Press **F6** to view the schedule for this item.

Order Quantity (R)

The quantity the customer ordered may be entered here.

ABC SCHEDULING MODULE—Enter load to allocate for this item. Press **F6** to view the schedule for this item.

Unit (R)

The Unit is set from the Inventory (I) screen but may be changed manually. It is normally used to determine the unit upon which the list price is based. This field can be used to label your quantity field with any 2 or 3 letter code such as: yd, in, ton, bu, ft, lb. (Any code that has a specially programmed function, such as **BK** or **BN**, may not be used).

There are 3 ways to enter a Unit Code.

1. You can set up a special inventory item with the unit you want to use.

2. You can enter a remark on the invoice, order or quote, instead of an item code, and enter the unit directly.

3. You can enter a unit directly with an existing item.

Unit Pricing (R)

Following is a list of special codes and an explanation of their functions:

C—Priced per 100

M—Priced per 1000

G—Priced per 100 gallon

T—Priced per ton

You may also combine a number and a letter. For example, 5C means priced per 500. You may also use a number only, such as 3.

D—Used for egg pricing. Enter the number of dozen per case, followed by D. Enter list price per dozen in cents, not dollars. Sell quantity is number of cases.

O—Priced per ton and doesn't print this line on invoices or orders but includes the amount in the invoice total.

#—For items priced per each but stocked and sold by case, enter the case quantity followed by a #. Cost is then cost per case.

S, SF and **SY** work similarly to # for pricing. However, it takes figure in the Quantity field times the figure in the Unit field and prints that as the quantity on the Invoice. Also on the invoice, the Case Quantity number in the Unit field does not show.

%—Means the List Price is a percent. An item with % in Unit can be used to put a percentage charge or discount on an invoice. Example: For a discount of 25%, enter % in Unit and -25.00 in List Price.

/—Print N/C (No Charge) instead of the Sell Price on the Invoice or Order.

U—Underline the amount by printing hyphens in the amount column.

=—Places weight in order and ship fields.

- (minus)—If the minus sign is used between 2 numbers in the unit field, the two numbers are recognized as inches and multiplied times each other to calculate square footage. For example, with 2 as quantity, 24-24 in Unit field and a price of 4.50, the total would be $36.00 because 24" x 24" is 4 sq. ft. and 2 (quantity) x 4 (sq. ft.) x 4.50 (price) =36.

+ (plus)—Used to add a flat charge to the extended amount on the work order or invoice. The "+" must be the leftmost character in the unit. Example: Quantity: 2 Unit: +5.5 Sell Price: 3.00 Amount: 11.50 (2 x 3 + 5.5) Note that the charge is added to the extended amount, not the price each. If the quantity is negative, the charge will be deducted. If the quantity is 0, the charge has no effect.

Unit Discounts & Sales Tax (R)

F—Specify this line as freight or other adjustment. It won't figure this amount in when calculating a cash discount.

$—For special cash discounts, $1=discount of 1%. This overrides the cash discount set in the Terms field that applies to the rest of the invoice. The special discount is only for the item(s) on the same invoice line as the special discount. $0 in this field means no discount on this item.

NOTE: This ONLY works if there is a cash discount set in the Terms field. For example, it will NOT work if the terms are Net 30 with NO cash discount.

&—Means mix and match discounts, &A means that this item will be totaled with any other &A item on the invoice for a discount based on quantity. Other letters or numbers may be used in place of the A, such as &1 or &D. Discounts calculate when the invoice is saved.

<—Line item discount level, overrides any discount level from other screens, such as Customer. For example, <B10 means 10% off Level B price; <E30 means 30% above cost. See further help on Discount Level in this manual.

@—When @ is used instead of % for Sales Tax calculation, you may have some non-taxable items or remarks below the sales tax line on an invoice. When you re-save the invoice, the sales tax line won't move down to the bottom.

Unit Options (R)

J—Print a job total; that is, a subtotal of all items printed since the previous subtotal or job total.

N—Do not print this line, but include the amount in a total which will be printed by an H command (below).

Q—Do not print quantity or price on this line.

W—Do not print the price or amount on this line, but include the amount in the total which will be printed by an H command (below).

H—Print a total of hidden amounts. This command must follow any item or sequence of items in which printing amounts is suppressed.

*****—Print a subtotal of all items above this point.

^—Skip printing, include amount in total. This must be used in conjunction with an H command. (See H command explanation above.)

'—Skip printing, add amount to previous line.
Note that subtotals calculate when transaction is saved.

>—indicates a Major Component with Service Tracking. You must also have a Y in the Track Serial # field on the I screen. (See the helps for Report # 1-34, SERIAL NUMBER SALES AND SERVICE DETAIL.)

#—Do not print item # on this line. (A # by itself has this function; a number followed by # is used for case pricing.)

S0-S9—*ABC SCHEDULING MODULE*—Identifies schedule item. May be followed by # of working days allowed in schedule.

Unit Messages (R)

H0 to H9—When you put H and a single digit in the Unit field of a SAVED invoice, you are taken to the Word Processor where you can enter a message which will be printed on the invoice when the invoice is printed. One limitation; this may not be on the last line of the invoice unless there is an inventory item or remark also on the last line. (The message is not displayed on the screen invoice.)

- (Dash)—This allows you to enter a special description when you run Report # 3-32, GENERATE INVOICES FROM ORDERS. The description must include a dash (-) also.

HW—HW in the Unit code means a message from the Word Processor will print on invoices, work orders or quotes. Here are the steps for using this feature.

1. Enter a code on the Inventory (I) screen, using a description that indicates what the message is about. Put an HW in the Unit field. Save with **F9**.

2. Enter the same code on the Word Processor (W) screen. Starting on the third line, enter the message that you want to print. You may need to use margins so that it looks right on the printed invoice. Save with **F9**.

3. On an Invoice (or work order or quote), where you want the message to print, enter the code that was set up in steps 1 and 2. The message will not appear on the screen, but it will be on the printed invoice. The item code, description, and the HW in the Unit field show on the screen but will not print on the invoice.

4. You may set up as many messages as you want, using steps 1 and 2. We suggest using similar codes so that they are listed together on the Inventory screen and on the Lookup screen.

Unit Assemblies (R)

B—indicates an Assembly. Each item is listed on the invoice with its price. Total price is determined by the totals of the items.

BK—indicates an Assembly. The price is manually set on the I screen. Each item lists without a price on the Invoice.

BN—indicates Assembly. Price set manually. Items are Not listed on Invoice.

BL—Displays a lookup for entry of associated Items when entered on the R screen. A W screen record with a }Item# code defines the display.

Unit—*ABC JOB COSTING MODULE* (R)

L1, L2, L3—These codes are used with Estimating and Job Costing. They specify whether Quantity on this line is posted to the Hours 1, Hours 2, or Hours 3 field on the Job Detail ('D) screen. Cost Extension (Cost x Quantity = Cost Extension) posts to the Labor Cost field. This is calculated but not shown on the screen. You can look at or change this by pressing **Alt+=**. If these codes are used on an Estimate Order, this line posts into Estimated in the Labor Cost and Hours fields. If this is an invoice, Quantity and Amount posts into the other Labor Cost and Hours fields. NOTE: This will NOT work if this invoice is a Contract.

K—Post this line into Subcontract on the Job Detail ('D) screen. If this is used on an Estimate Order it posts into Estimated. If it is used on an Invoice it posts into the other Subcontract fields. NOTE: This will NOT work if this invoice is a Contract.

X—Post cost for this line from the Assembly (A) screen to the Estimated Material Cost field on Job Detail ('D) screen. This only works with an Estimate Order.

:—This is used by Report #s 5-30 and 5-31.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Price (R.34)

The Inventory List Price appears here unless Sell Price is equal or greater. The Price must always be positive unless the Item # ends with * or the Unit is %.

Sell Price (R.35)

This is set from the List Price on the Inventory (I) screen unless there are discounts specified on the Quoted Prices (Q) screen, Inventory (I) screen, or Customer (C) screen. Discounts listed in the Quoted Prices screen take precedence over the others.

A message will appear if the calculated Sell Price is below your desired minimum markup (calculated from the Cost field on the Inventory screen plus the Inventory Markup percentage on the Company Setup screen). If this message occurs, press **Enter** to accept the suggested minimum price, or press **C** to force entry of the original price.

Do not enter a negative price unless the Item # ends with an asterisk (*) or the Unit code is %. If you want a negative amount, you should negate the quantity, not the price. The item will then be added back into Stock Quantity in the Inventory (I) screen.

G/L # (R.38)

When an inventory item is entered, the General Ledger account number listed on the Inventory (I) screen is automatically carried across to this field.

If the invoice has a customer type entered and there is a G/L Adder set up for this type of customer on the Customer Type (Y) screen it is added to the G/L number. If the G/L number on the Inventory screen is not set up, the G/L number from the Customer Type screen is used. If neither is set up, then the G/L number from the Default Sales Account # in the Company Setup (#) screen is used.

If none of the above is set up, the G/L number field will remain blank, and you will need to enter it manually.

You may change a G/L account number on an invoice, but you will be asked for verification.

Tax (R.39)

Enter **E** if you want to mark this line tax-**E**xempt. Tax will be calculated on all lines not marked with an E if a Tax Code is specified in the top of the screen.

An **X** is used to specify that this line is used to calculate and add sales tax to the invoice.

An **M** may be entered when the sales tax is entered and calculated **M**anually.

Digitizer Pad (R.60)

This is used only with specialized programming.

Applying a Credit from the Invoice Screen (R)

When an invoice is entered for a customer with a non-invoiced amount (credit), you will be notified and asked if you want to apply the credit to that invoice.

Example:

1. Customer XYZ has -25.00 in the NIA field of his Customer screen record.

2. XYZ walks into your store and purchases $30 worth of whole wheat flour.

3. You enter an invoice for him and press **F9** to save.

4. The POS screen comes up with -25.00 in the Prior Credit field and 30.00 in the Invoice Total field.

5. Press **Enter** rather than pressing one of the character options given.

6. A message pops up saying, *"Customer has a credit NIA. Do you wish to apply it to this invoice?"*

7. Press **Y** if you do wish to do so.

8. The money that the customer has credited to him is applied to this invoice, and any remaining sum is billed.

Customer Returns (R)

Customer returns are entered on the R screen much like an invoice.

1. Enter the customer return just like an invoice, but use negative quantities.

2. If the item was taxed when you sold it, it should also have tax applied on the customer return. The proper tax code should be entered in the tax field.

3. Save as normal. (Pressing **F9** also calculates the tax to refund.)

4. On the deposit (D) screen you have several options.

A. Refund cash to the customer.

1. If this is chosen, you may need to bring cash back from the bank instead of depositing cash with this deposit.

2. Enter **Cash** in Pay Type.

3. Enter a negative amount in Pay Amount for the customer return invoice.

4. Enter a negative amount in Payment Applied for the customer return invoice.

B. Refund by credit card. (This requires you to get an authorization number from your credit card clearing company.)

1. Enter the credit card type in Pay Type.

2. Enter a negative amount in Pay Amount for the customer return invoice.

3. Enter a negative amount in Payment Applied for the customer return invoice.

C. Refund by check. This requires a G/L # for customer transfers. (ABC's standard is 10 for customer transfers.)

1. Leave the Pay Type and Pay Amount fields blank.

2. Enter the customer transfer G/L # in the Apply to G/L field.

3. Enter amount of return in the G/L Amount field.

4. Enter a negative amount in payment applied field for the customer return invoice.

5. You will then need to issue a G/L check to the customer in the amount of the return. Use the customer transfer G/L # used on the Deposit (D) screen.

6. After the deposit is made and all entries are finished the customer transfer account should be zero.

7. (Hint: use **Alt+Y** to transfer a customer to the Vendor screen.)

Charges & Discounts Setup (R)

Charges and discounts that are a percentage of the invoice need to be set up in the Inventory (I) screen, following the steps below.

1. Enter a code to reference the discount or charge.

2. Enter the description the way you want it to appear on the invoice.

3. Enter **%** in the Unit field.

4. Enter an **N** in the Minimum field to disable stock error messages and to prevent auto-ordering.

5. If the item is to be tax-**E**xempt, enter **E** in the Tax field.

6. For the List Price, enter the percentage of the invoice subtotal that the charge or discount should be. Use a positive number for a charge, or a negative number for a discount.

7. For the Cost, enter the percentage of the charge that is allocated for cost.

8. Before you save the record, you must have a Sale G/L # specified. This can be your sales account, (ABC's standard sales account # is 5000) or it can be a special account set up for the discount or charge. Normally, it should be a number in the sales part of your General Ledger.

9. Press **F9** to save.

To apply a charge or discount on the invoice screen, simply enter the appropriate code under Item #. The percentage will be based on the invoice subtotal at that point. In other words, it will apply to all the lines above, but not to the lines below that point.

The amount will not be calculated until the invoice is saved.

If the charge or discount is tax-exempt, the amount is excluded from the taxable subtotal, as with any other tax-exempt item. However, if it is taxable, the amount is pro-rated by applying the charge or discount percentage to the taxable subtotal at that point.

Error Messages (R)

Sometimes when you press a key to do something, you are confronted with an error message. Some explanation of those messages is given here.

- "*Invoice Without Ref# May Not Be Used.*" Press **Ctrl+N** and start your invoice again, making sure there is a number in the Reference # field.

- "*Paid Invoices May NOT Be Deleted.*" Payment must be deleted on the D screen before invoice can be deleted.

- "*Amount May Not Be Changed On A Paid Invoice.*" Payment must be deleted on the D screen before invoice can be edited.

- "*Invoice Out Of Current Period May Not Be Deleted.*" You may not delete an invoice from a prior month. Make a credit invoice in the current month.

- "*Invoice Out Of Current Period Will Not Be Saved.*" You may not make a change to an invoice from a prior month and save it. Enter a new invoice in the current month with the desired changes.

- "*Change Customer Code To ____ On Existing Invoice? Yes/No.*" Do you want a different customer on this invoice? Press **Y** if **Y**es. If **N**o, press **N**.

- "*T)ax or E)xempt.*" Type **T** if the item is **T**axable or **E** if it is **E**xempt.

- "*Serial # Not Valid, F6 For Lookup.*" The serial # which you entered was not

found. Press **F6** to get a list of existing serial numbers (if there are any) which can be used. If you want to use the serial number that was not found, press **C** to override the message and then press **F9**.

- "*Model/Serial# ____ Not Found. Continue*" The serial # which you entered was not found. Press **F6** to get a list of existing serial numbers (if there are any) which can be used. If you want to use the serial number that was not found, press **C** to override the message and then press **F9**.

- "*Quantity Entered . . . And Number of Serial #s Not Equal.*" The quantity of serial numbers must match the number entered on the invoice before you can use **F9** to return to the invoice.

- "*Item Is Restricted For The Customer.*" On the Y screen this item has been setup to NOT be sold to this customer.

- "*No Room On Invoice For Tax.*" Invoice contains too many items. All available lines are full, and there is no room left to add a line for taxes. Remove a line or two and start a new invoice. (Seeing that message should make you really happy. There are at least 200 item lines per invoice. Exceeding that amount means a mighty big sale!)

- "*Enter a Line With H In Unit To Total Hidden Items.*" There's a line with N or W in Unit. You must have a line with H in Unit immediately after the line or group of lines that have N or W in Unit.

- "*Do You Want To Back-order Unshipped Items? (Yes/No).*" If you type **Y**, a back order will automatically be created for you with the unshipped items listed. Press **F9** to save the back order.

- "*Customer Requires Purchase Order #.*" Type in the Customer's Purchase Order # and press **Enter**.

- "*Customer has invoice(s) ____ days old. Change terms to COD? (Y/N).*" This customer has open invoice(s) that exceed the terms on the Company Setup screen in the Days Till Charge field. Press **Y** to allow a greater customer debt. COD will be printed on the invoice. Press **N** to retain whatever terms are specified for the customer.

- "*Price discounted below desired markup*." On the Company Setup (#) screen you can specify minimum Inventory Markup percentage. If that is left blank, the minimum price is the cost. If you don't want this message to appear, enter -100 as Inventory Markup. If you press **Enter** when you see this message, the proper price is calculated automatically and entered for that item. To disregard the message and keep the price you entered, press **C**.

- "*Invoice Must First Be Saved*." You can't make an invoice into an order until you save.

- "*Want To Apply Credit To This Invoice?*" The customer has credit. If you type **Y**, the credit is applied to this invoice. **N** means **N**o credit applied to the invoice.

- "*Assembly Breakdown Will Overwrite Invoice Items. Is This OK?*" You have items entered on this invoice already. When you entered the Assembly code, all the items that are a part of that assembly were listed. This list of items is running into the items you already had listed before you entered the Assembly code. If you don't mind having the other items wiped out and written on top of, press **Y** to agree that this is okay. If you don't want to overwrite the other items, press **N**. It is better to add the Assembly code after the other items already entered.

- "*For A Credit, Negate The Ship Quantity, Not The Price*." To show a credit, use a negative quantity instead of a negative price.

- "*Is Sell Price To Be Higher Than List*." This message appears if you set selling price higher than list price.

- "*No Item Entered*." You must have item code or remark on every line that has a quantity.

- "*Save Changes Before Proceeding?*" You have not saved with **F9** since you made a change on this screen.

- "*Entered Date, ____, Is After System Date: ____*." Press **Enter** and reenter date correctly.

- *"Customer Must Be Specified."* An invoice cannot be saved without having a customer specified.

- "Stock=____. Is The Entered Quantity Still Desired?" The stock quantity is less than the quantity you are trying to sell. If you do not want this message to appear, put a **Y** in the Disable Stock Error field on the Company Setup (#) screen.

- *"Material # ____ Is Already Billed"* You cannot bill from the same Material screen record # twice. Press **Enter**.

Note that any documentation referring to the Material screen does not apply to most users. It is a custom feature.

- *"Material # ____ Is For Customer ____."* The Material screen record with this # has a different customer than what you have entered on this invoice. It must be for the same customer.

- *"Tax Code ____ Not Set Up In Inventory Screen."*

- *"C Not Allowed On Order."*

- *"Amount Must Be Clear Where Unit Is U."*

- *"B—Both Quoted And Held Order."*

- *"C—Contract - No Inventory Posting."*

- *"Cost For ____ is ____, Enter New Cost Or Press Enter."*

- *"Date Out Of Range."*

- *"Digitizer Entry Not Allowed."*

- *"Do You Want To Auto-order (A)ll, (S)ome, or (N)o Revision Changes?"*

- *"Do You Want To Auto-order Item # ____?"*

- *"Do You Want To Back order Unshipped Items?"* Type **Y** or **N**.

- *"H—Order Held Until Complete."*
- *"Invalid Cost, No Change."*
- *"Item Not On Order. Do You Want To Add It?"*
- *"NOTE: Ship Qtys For Serial# Items Must Be Entered Manually."*
- *"Only One [& Allowed In The Unit On An Invoice."*
- *"Order Qty.= ____. Is Ship Qty. Correct?"*
- *"Order Is Full."*
- *"Over Quoted Quantity."*
- *"Q—Quoted Order - Billing Will Not Reprice."*
- *"Quote Will Not Apply."*
- *"Shipping Module Not Installed."*
- *"Use This Function In INVOICE Mode."*
- *"You Are Now In Order Entry. This Order Has Not Been Saved."*
- *"Enter To Save And Show Back Order."*
- *"Do You Want To Auto-order Item # ____?"*
- *"$ ____ Over credit."*
- *"Reference # Changed From ____ to ____."*
- *"Enter Auto-invoice Code For Orders To Bill."*
- *"Enter Special Description."*
- *"Enter To Continue, F10 To Quit, W)ord List."*
- *"ILABELS On Word File Not Found. Press Enter."*

- *"Job ____ is terminated."*

- *"____ Is The Job Class. /-Clear, ENTER-Keep, or enter Job Class."* Informs you of the Job Class you have entered for this item. Allows you to clear it from this work order, keep it, or change it.

- *"Enter Job Class."*

Invoice—How to Make (R)

1. To create an Invoice, press **R** from the **F10** screen.

2. Enter the Customer Code of the person the Invoice is for.
(If you are not sure what their code is, press the **F6** key and you'll see a Lookup screen of Customers that have been entered into your files. Use the **Up** or **Down** arrows to place the cursor on the Customer that you want and press **Enter** to load him on the screen. If the Customer has not been entered yet, press **Alt+A** on the Lookup screen. This takes you to the Customer screen. Press **Ctrl+N** for a new record. Use the steps explained in "Setting up a New Customer." After you have saved the new customer, return to the Invoice screen by pressing **F10** and then **R**. You are ready for Step # 2 again.)

3. Press **Enter** to take you through the fields that you want to fill such as Order #, Slip # or Salesman.

4. When you are ready to enter the invoice items, press **Shift+Up** arrow or **Page Up** to take you to the first item line.

5. Type the Code of the first invoice item and press **Enter.**

6. If you typed a Code that wasn't in your files, a Lookup screen of Items appears. Use the **Up** or **Down** arrows and press **Enter** on the correct code.

> A. If you do not find the right code, and you wish to set up a new code, press **Alt+A** on the Lookup screen. This takes you to the Inventory screen with the new code already entered. Use the steps in "How to Set Up Inventory Items". When you save the new Inventory item by pressing **F9**, it takes you back to the screen that you were working on with the Item entered. You're ready for Step # 7.

B. If you do not find the right code, and you do NOT wish to set up a new code, press **Enter**. The Lookup screen disappears and a period is appended to what you had typed, marking this item as a remark or message, rather than an item. You're ready for Step # 7.

C. If you do not find the right code, and you want to start over, press **F5**. The Lookup screen and the typed code disappear. You're ready for Step # 5 again.

7. Type the quantity. Press **Enter.**

8. If necessary, type the Sell Price and press **Enter**.

9. When the cursor is at the beginning of the second line, you are ready for the second invoice item.

10. If you do not want to use a code from the Inventory screen, simply type a description of the item you are selling, using a period at the end of each line of description. The period prevents the Lookup screen from appearing.

11. When you are finished entering Invoice items, press **F9** to save the invoice.

12. The POS (Point of Sale) window pops up with these payment options:

0—Back to Invoice
1—Pay Cash
3—Pay Check #
4—Pay Credit Card Type
5—Layaway Sale
P—Print and Save Invoice
M—Multiple Invoices
R—Receipt Print
S—Save/No Print
D—Deposit Entry
B—Deposit Entry and Print

- Press **P** to print and save the invoice.

- Press **D** and the Deposit screen will appear and you can enter a payment to pay the invoice. When you save the deposit with **F9,** the invoice is saved as well, but not printed.

- Press **B** and the Deposit screen will appear and you can enter a payment to pay the invoice. When you save the deposit with **F9**, the invoice will be saved and printed.

- Press **R** to print a receipt.

- Press **S** to save the invoice without printing it. (If you are emailing or faxing this invoice, using the convenient links at the bottom of the Invoicing screen, you would probably use this option.)

- Press **1** if the customer is paying cash. The cursor will automatically jump to the Amount Tendered field.

  A. If the customer gave the exact change, press **Enter.** Press **Enter** again to print a receipt.

  B. If the customer did not give exact change, type the amount the customer gave in the Amount Tendered field and press **Enter**. The correct amount of change to be returned to the customer appears in the Change field. Pay the change and press **Enter** to print a receipt.

- Press **3** if the customer is paying by check. The cursor jumps to the Check # field. Type the check number and press **Enter.** The cursor jumps to the Amount Tendered field. Follow the procedure explained in Step A or B above.

- Press **4** if the customer is paying with a credit card. The cursor jumps to the credit card field. Type the credit card code (**F6** for Lookup) in that field and press **Enter.** Fill in the Slip #, Card #, and Expiration Date fields as desired. Follow the procedure explained in Step A or B above.

13. Once the invoice is saved, you are ready to enter another one.

Printing Subtotals & Hiding Information (R)

You can change the printing of an invoice by entering a command line which contains a special code in the Unit field. These codes are listed below.

/—Print N/C (for no charge) instead of the Sell Price.

Q—Do not print quantity or price on this line.

U—Underline the amount by printing hyphens in the amount column.

O—Priced per ton and hide print, but include the total at the end.

N—Do not print this line, but include the amount in a total which will be printed by an H command (below).

W—Do not print the price or amount on this line, but include the amount in the total which will be printed by an H command (below).

H—Print a total of hidden amounts. This command must follow any item # or sequence of items in which printing amounts is suppressed.

*****—Print a subtotal of all items above this point.

J—Print a job total; that is, a subtotal of all items listed since the previous subtotal or job total. Subtotals are calculated whenever the invoice is saved.

There are two ways to enter a command. You can set up a special inventory item with the Unit you want to use, or you can enter a remark instead of an item code on the invoice and enter the Unit directly.

Revision Maintenance and Auto-Ordering (R)

Revision here speaks of a "revised version or edition," which makes this field very useful for publishers.

Revision and auto-ordering information is set up in the Inventory (I) screen. The program can maintain revisions on up to 5100 items on a per-customer basis.

To do this, it uses a revision cross-reference screen. This screen consists of a matrix with rows lettered from A to T, and columns from 1 to 255.

To track revisions for a certain item, you need to assign it a position in this matrix. This position may be anything from A1 to T255 and is called the activity location.

On the Inventory (I) screen in the *Core/Revision field, enter a single character to specify the current revision of that item. In the Activity Location field, enter the matrix location described above.

Below the Activity Location on the Inventory screen is a field labeled Code. This is the auto-order item number. Use this field if you want the purchase of this item to trigger the automatic ordering of the latest revision of another item.

For example, if you're selling student textbooks and the teacher's keys, you could set up your system so that when the customer orders a textbook, the latest version of the corresponding teacher's key is added to the invoice (prompting the sales person to mention the teacher's key to the customer) unless another record indicates that this customer has purchased the teacher's key before.

To set this up, load the inventory record for the student textbook, go to the Code field below Activity Location, and enter the item number for the teacher's key. Save this. Then load the record for the teacher's key. Go to the *Core/Revision field and enter the revision # of the teacher's key as well as the Activity Location. Save this record.

Notice that the revisions are tracked on the auto-ordered item rather than the item that triggered the auto-order. In the example above, we tracked the revision of the teacher's key (in Core/Revision field) rather than the revision of the student textbook.

The first time the program encounters an auto-order condition on a particular order or invoice, you will be asked, *"Do you want to auto-order all, some, or no revision changes?*" Respond with **A**, **S** or **N**.

If you respond with an S for some, you will get asked the same question each time you encounter an auto-order condition.

When you save an order or an invoice, all the auto-ordered items are displayed.

Changing Orders to Invoices (R)

To change orders to invoices, go to the % screen (**F10**, **%**) and select either **I** for **I**nvoice or **C** for **C**heck Order.

Select **C** if you want to check the invoice to be sure the item numbers and quantities match the printed work order. The cursor will be in the Order field. Enter the number of the order you are checking, and it will be loaded to the screen as an invoice. All you need to do now is fill in the ship quantities.

Select **I** if you simply want to change a work order into an invoice without checking. Enter the customer's code. Once the order is loaded, enter the ship quantities and save.

Changing Quotes to Invoices (R)

To change a quote to an invoice, go to a blank invoice and type the reference number of the quote in the Quote # field. Press **Enter.** The information from the quote will automatically be transferred to the invoice screen.

You may make changes if you desire. When you are done, save it. When you save the invoice, the quote will be automatically deleted unless it had a Bill Code other than B, C, E, H or Q.

Restrictions (R)

Restrictions are set up in two different places: in the Restriction field on the Inventory (I) screen, and in the Privilege Code field on the Customer Type (Y) screen.

If the Restriction Code in the Inventory (I) screen is blank, all customers will have access to that item. If an item which is restricted for a certain customer is entered on an order or invoice, an error message pops up, *"Item Is Restricted for the Customer."*

In the Privilege Codes field you may enter a series of restriction codes. This indicates that customers with that particular type may purchase any inventory items having any of those restriction codes.

Sales Tax Setup & Usage (R)

A state tax code must be set up in the Inventory (I) screen following the steps below.

1. Use an Item # of 3 characters or less. We recommend using the 2-letter postal service abbreviation for the state, preceded by a period. For example .NY for New York state sales tax or .PA for Pennsylvania state sales tax.

2. Enter the Description the way you want it to appear on invoices. (If it starts with PA, the program will recognize the tax code and calculate taxes according to PA charts, but % must still be specified in the Unit field.)

3. Enter **%** in the Unit field. When the rate has more than 2 decimal places, enter it in the Unit field, followed by %. Clear the list price to avoid confusion. For example, 4.225%.

4. Enter **N** in the Minimum field to disable stock error messages and auto-ordering.

5. For the List Price, enter the rate expressed as a percentage. For example, enter 6.00 for a rate of 6%. If the rate has more than 2 decimal places, leave this blank.

6. Leave the Multiplier blank if you want normal sales tax calculation, which rounds fractions of cents up to the next cent. If you want to round to the NEAREST cent instead, enter **R** in Multiplier.

7. Enter a Sales Tax G/L #. (ABC's standard Sales Tax G/L # is 3120.)

8. Enter **X** in the Tax field.

9. Press **F9** to save.

In the Customer (C) screen, if a customer is normally taxable, enter the item code for the sales tax into the Tax Status field.

If the customer is tax exempt, leave Tax Status blank, or enter a tax code followed by a forward slash (/), as in PA/. Then enter the State Tax # or a reason for the exemption, such as, Out of State. If nothing is in the Tax Status field or in the Tax # field, a message alerting you to the fact appears when entering the customer on the Invoices (R) screen.

In the Invoices (R) screen, the Tax Code in the top section of the screen specifies whether the invoice is taxable. This field is automatically loaded from the Tax Status field in the Customer (C) screen.

If you want to tax a customer who is not normally taxable, enter the sales tax code, such as PA or NY into the Tax field in the top part of the invoice. If you do not want to tax a customer who is normally taxable, simply clear out the Tax field in the top part of the invoice, or enter / there, which will attach a forward slash to the tax code(s).

If you collect tax or track sales for more than one tax jurisdiction, states with multiple rates, or farmers, you can enter multiple codes in Tax Status (C) or Tax (R). See the section on Multiple Tax Codes or tax code set up on the Inventory screen for further help on that.

If you want to enter the tax manually, set up an item in the Inventory (I) screen with an **M** in the Tax field. Then enter that item code as a line on the invoice. Put 1 in the Ship or Quantity field and the amount of the tax in the Sell or Amount column. The tax reports do not report any amount from the invoice as being taxable, although they will report the amount of the tax. WARNING: This is unconventional. The Tax field in the upper part of the invoice must have the State Tax code filled in so that tax reports calculate properly. Doing it this way, the tax reports show the taxable amount and the total tax for the invoice.

When you save an invoice that has a tax code, taxes are calculated automatically and attached to the end of the invoice. If you are editing an invoice on which the tax has already been calculated, you do not need to recalculate the tax manually. It is updated automatically when you save the invoice.

Use Tax (R)

The items to be tracked for Use Tax must be listed on separate Customer Invoices. (No other items but Use Tax items should be on the invoice). Use the Use Tax Code, (for example PAU) in the Tax field (located beside the Terms field) on the invoice.

The Use Tax is NOT added to the invoice.

Work Order Scheduling (M)

ABC SCHEDULING MODULE - Scheduling allows you to track scheduled dates and daily or weekly workloads for any items you choose. These items may be processes (such as cut or assemble), employees, crews or equipment (such as delivery trucks). Dates can be automatic or manual. Set up schedule items on the Inventory (I) screen as follows:

Enter Item # and Description.

In Unit, enter S0 (S1-S9 are reserved for multiple runs, not yet implemented). You may follow this with the number of working days to allow in the schedule for automatic scheduling. (Examples: S05 for 5 days, or S00 for 0 days). The default is 1 day.

In Weight, enter the daily load capacity. This may be any unit of your choice, such as hours, dollars, or cubic yards.

Entering Schedule Items on Work Order

1. On the workorder, enter the item # of a schedule item you have set up.

2. In Order Quantity you can enter an allocated load (hours, dollars, cubic yards, or whatever) for this job.

3. In Unit you can add or change the number of days to allow in the schedule. This affects only automatic scheduling (described below).

4. You may enter as many schedule items as you want on a work order.

Viewing a Schedule

1. On a line with a schedule item, put the cursor on Order Quantity or Ship Quantity, and press F6.This will bring up the schedule for the item. (It also saves the order).

2. You can click Daily or Weekly (or press Alt+D or Alt+W) to select the period for viewing. The computer will display allocated load and free capacity for each day or week, and flag any overloads.

3. You can click Detail (or press F6) for a detailed view showing individual workorders. Click Summary (or press F6 again) to return to the summary view showing only period totals.

4. You can print the schedule with Ctrl+P.

5. To manually schedule the item you're viewing, place the cursor on the date you choose and press Enter. (This works only when Delivery Date is clear, enabling manual entry). If the item was previously scheduled for a different date, the computer will ask for verification before changing it.

Automatic Scheduling

For automatic scheduling, enter a Delivery Date on the work order. The computer will work back from this date to set dates on any schedule items on the workorder, from bottom to top.

Viewing a schedule works as described above, except pressing Enter from the schedule lookup will not change the date. (For manual override, changing the space between the date and the item # to an asterisk will suppress date calculation on that line and any above it).

Weekends and Holidays

Load calculation and automatic scheduling skip Saturdays and Sundays, plus any holidays entered in the Holiday (H) screen.

Payments (D)

The Payments (formerly called Deposits) screen is used to track the payments you receive. Whenever you are ready to make a deposit to the bank, you can create a printed deposit slip, showing all transactions.

Every time you print that deposit slip, the transaction is posted to the General Ledger, listing all customer payments since the last deposit.

Helps found at the end of this chapter include such things as: how to apply non-invoiced amounts, how to apply a customer payment to several different general ledger accounts, how to work through end-of-month procedures, and how to give customer refunds.

Helps Accessed From the Payments (D) Screen

File Help (D)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

Ctrl+P—**P**rints a receipt. This command prints a receipt to the receipt printer if there is one set up (in POS Printer Device in terminal config). Otherwise prints to the invoice printer. Receipt shows the Customer's name & address, check #, amount, and date. It states that the payment was applied to the account.

F5—exits lookup.

Shift+F5—closes alternate lookup.

F6—opens lookup. (Pressing F6 the after the Lookup has opened toggles between a list of All Customers and Active Customers.) Example: **F6** on the Customer Code field displays a list of all your Customers. The Search field at the top of the F6 Lookup window allows you to search for a specific customer.

Shift+F6—opens alternate lookup. Example: **Shift+F6** on the Customer Code field displays a list of payments made by this customer.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (D)

Ctrl+L—**L**oads the last customer which was loaded on the Customer (C) screen, Payments (D) screen, Quote (Q) screen or Invoices (R) screen.

Alt+B—searches **B**ack for the previous payment by the currently loaded customer.

Alt+F—searches **F**orward for the next payment by the currently loaded customer.

Alt+D—If you press **Alt+D** when the cursor is in the Pmt Apd (Payment Applied) field, you will be prompted to: *"Enter customer order#."* Type the customer order # that you want loaded on the Payments screen. This allows you to apply a payment to an order. A small letter "o" is displayed in the Earn column to show that this amount is from a work order that has not yet been invoiced.

Alt+I—loads **I**nvoice to the Payments screen. The cursor must be on an Invoice line. This is used to un-pay an invoice.

Alt+N—loads the **N**ext customer code, in alphabetical order.

Alt+O—adds to the payment a list of all **O**pen invoices for the current customer. This tool is used to edit previously entered payments. (When you are entering a new payment, the open invoices are loaded automatically, so this feature is unnecessary. As a matter of fact, to use it on a new entry would load all open invoices twice, once when you entered the customer name and again when you pressed **Alt+O**.) When you go back to a previously entered payment to add some of that payment to a currently opened invoice, use **Alt+O.**

Alt+P—loads the **P**revious customer code in alphabetical order.

F7—opens/loads previous record

F8—opens/loads next record

Shift+F7—When the cursor is on an indexable field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexable field, press **Shift+F8** to scroll through information going forward.

Edit Help (D)

Ctrl+A—**A**dds a blank line at the cursor if you are on the repeating fields at the bottom part of the screen. All lines below will be pushed down a line.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor if you are on the repeating fields in the bottom part of the screen. This will move up all lines below if there are any.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home— places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up a page.

Page Down—moves the cursor down a page.

Shift+Left arrow—moves the cursor to the Check Number field.

Shift+Down arrow—moves the cursor to the next available repeating line of the Payments screen, to the line just after the last invoice listed. If there are no invoices listed, it puts the cursor on the first repeating field.

Shift+Up arrow—moves the cursor to the first repeating line of the Payments screen.

Alt+G—moves cursor to the G/L Account # field from anywhere on the screen.

Tools Help (D)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter **F** and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this customer. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Ctrl+W—saves the Reference # to a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type DLIST. Ctrl+W

Alt+A—**A**dds or removes Invoice # from open and paid invoice pointers on Customer screen. See section titled "Data Management Utilities for Payments."

Alt+Z—If no check amount is entered, automatically pay all open invoices. If a check amount is entered, automatically apply check amount to open invoices starting at the lowest reference #.

Shift+F3—brings up an accountant's* calculator when you press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (D)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

C—display daily credit card receipts.

P—print receipt to the POS printer (the same as Ctrl+P).

F—print **F**ull page to invoice printer, even if there is a receipt printer.

S—print customer **S**tatement to default printer; (Taken from Report 3-36 or report specified in Company Setup.) This report is also available from a link on the Payments (D) screen.

I— Prints copies of all open **I**nvoices for this customer. Often, we have clients who do this with the printer set to do 4 per page and print on both sides of the page (duplex option) to send along with statements. This report is also available from a link on the Payments (D) screen.

A—print receipt to **A**dobe PDF; also puts the customer's email address on clipboard.

Reference # (D.0)

This number is automatically generated in numerical order by the program.

Customer Code (D.1)

This code references the Customer (C) screen. Enter or (select with **F6**) the Customer Code here, and the customer's information will be brought over to this Payment Entry. The customer's open invoices are listed on the screen, with any partial payments.

Date (D.2)

Enter the date of the payment. By default, this is today's date. If you have changed the date temporarily on the Startup screen, that date is displayed.

Pay Amount (D.5)

Enter the amount of the payment. If one check is to be applied to more than one customer, enter only the amount to be applied to this customer. You must make a separate Payment entry for each customer.

If the customer is paying all the invoices listed, press **Alt+Z.** This will enter the total open balance in the Check Amount field and will apply the payment to all of the open invoices. Double clicking in the Check Amount field will do the same thing.

Tendered (D.787)

If the customer did not give exact change, type the amount the customer gave in the Tendered field and press **Enter**. The correct amount of change to be returned to the customer appears in the Change field. This field is for information only and does not affect any balances, etc.

Change (D.788)

When the Tendered and Pay Amount fields are filled, this will show the amount of change due. This field is for information only and does not affect any balances, etc.

Apply to G/L Account (D.8)

If you want to apply this payment directly to a G/L account instead of to a customer invoice or the customer NIA amount, enter the G/L account number here. The amount you wish to apply gets entered in the G/L Amount field.

Examples of payments you might apply this way are tax refunds or insurance reimbursements for which there are no receivable invoices.

If the G/L # matches the number in the Special Deposit Acct# field on the Company Setup (#) screen, the amount is posted to the Special Deposit field on the Customer (C) screen, which allows for the tracking of special prepayments.

G/L Amount (D.9)

Enter the amount you want to apply to the G/L account.

Payment Applied (D.16)

Each open invoice is listed on a separate line. On each line, enter the amount of the payment you wish to apply to that particular invoice. To skip an invoice, press **Enter** or **Down** arrow.

If the customer took a discount, enter the amount the customer actually paid. Do not include the discount in the Payment Applied. The next field is for entering the discount.

The Balance column on the right indicates the amount that is still open on each invoice.

To apply part or all of the Check Amount to this invoice, double click on the Payment Applied field that relates to this invoice.

If more than one invoice will be paid with the check amount, double click on the Payment Applied field for each invoice that will be paid.

You may also double click on the Discount Applied field for this invoice if a discount was taken.

Or, for the hot-key fans, feel free to press **Alt+Z** which fills in the Payment Applied field for you, applying payments to the oldest invoices first.

Discount Applied (D.17)

Enter the amount of any cash discount given on the invoice. This field is automatically filled in when a discount is available, but you can manually override it.

You could just double click on the Discount Applied field to apply the Check Amount to the invoice as well as giving the discount.

The Discount Earned field on the right will be set to Y or N to indicate whether the customer took a discount to which he was entitled, based on the discount and payment dates.

Payment Type (D.1012)

Enter one of the following, or press **F6** for a list of selections.

#—Check

A—American Express

B—Carte Blanch

C—Cash

D—Discover

F—Foreign Check

M—MasterCard

N—Diners Club

V—Visa

If the payment is **F**oreign (not from a U.S. Bank) enter an **F**. Report # 3-18, DEPOSIT TICKET, will print a separate deposit ticket for the foreign entries.

Check Number (D.1013)

Enter the check number or slip number.

The check number will appear on Report # 3-18, DEPOSIT TICKET. If you want to enter a remark that does not appear on the deposit ticket, enter an asterisk (*) here, followed by a short remark, a space, and the check number. Only the check number will show on the deposit ticket.

If you want the deposit ticket to show a name other than the customer name that shows on the screen, enter a space here, followed by the name you want to use, a space, and the check number.

Deposit Total (Y/N) (D.1014)

Entering a Y here indicates that this is the last entry to be recorded on the deposit slip, and saving it will then tally the total payments (starting with the payment after the previous Y was entered), and display the total on the screen. You will also be given the option to print a deposit slip immediately.

Report # 3-14, CUSTOMER PAYMENT LEDGER, prints a subtotal for each Y in the Deposit Total field. This field is also used in posting deposits to General Ledger. For more help on posting deposits, see the section titled "Posting Deposits to General Ledger."

Advance Payment—Entering (D)

To enter a customer payment for which there is not yet an invoice on record, go to the Payments (D) screen. Just enter the check number and amount and save the entry. The payment will go into NIA (Non-Invoiced Amount) field as a negative customer balance.

If you are tracking advance payments for a special purpose, use the Apply to G/L # field to apply the check amount to the G/L account that you have set up for this purpose.

ABC's standard Special Deposit Account # is 3220.

Petty Cash Transactions (D)

First set up a Petty Cash ledger. This is done on the Company Setup (#) screen. Choose one of the ledgers that is not used and enter the Petty Cash account number.

Adding to Petty Cash

The correct time to add an amount to Petty Cash is just before you make a deposit ticket.

1. On the C screen, set up Petty Cash as a customer.

2. Make an entry on the Payments screen using Petty Cash as the customer.

3. Enter **C** for Payment Type.

4. Enter a negative amount in the Check Amount field.

5. In the Apply to G/L # field, enter your Petty Cash account #.

6. In the G/L Amount field, enter the amount again as a negative number.

7. When you make your deposit ticket, your total deposit will be adjusted by the amount added to the Petty Cash account.

Subtracting from Petty Cash

To enter an expense that was paid from Petty Cash:

1. Choose the Petty Cash ledger (**F10**, dash, xx).

2. Enter the code of the person you gave this money to, which may be yourself.

3. Type the amount taken out of petty cash in the Amount field.

4. Enter the Petty Cash account # in the Account # field.

5. Enter the amount again in the Amount field of the lower part of the screen.

6. If you want, you may enter a description.

7. Save the record with **F9**.

How to Print a Deposit Ticket (D)

When you are ready to take your checks to the bank, follow these steps:

1. Press **F10, D** to go to the Payments screen.

2. Press **F7** to load the most recent payment.

3. Enter **Y** in Deposit Total.

4. Press **F9**. The payments that have been entered since the last time you entered a Y here are totaled, and you will be prompted to: *"Print deposit ticket? (Y/N)."*

5. Press **Y** if you want a deposit ticket printed. Press **N** if you don't.

6. If you press Y, you will be asked if you want condensed print. Press **Y**.

Whether or not you print out a deposit slip, the bank balance is updated on the Ledger Entry screen. To view the new bank balance, press **F10** and then **L**.

To enable automatic deposit posting, see the section titled "Posting Deposits to General Ledger."

Applying a Payment to Several G/L Accounts (D)

If you have a check that pays for something other than an invoice, and you need to apply it to several G/L accounts:

1. Enter the total amount of the check as one payment.

2. Apply a portion of that to the desired G/L account and save the entry.

3. The remaining portion, which was not applied to a specific G/L account, will be temporarily placed into the customer's NIA (Non-Invoiced Amount).

4. On the next Payments reference #, enter the customer's data as if you were entering another payment, but do not enter a check number or check amount.

5. Enter the G/L account # and the remaining amount that you want to apply to it. The amount will be taken from the customer's NIA and applied to the specified G/L account number.

6. This may be done as often as necessary to apply the total check amount to the various G/L accounts.

If you use automatic deposit posting, it will put the amount into the specified G/L account, and the next two paragraphs do not apply to your case.

7. If you post your Accounts Receivable to General Ledger by manually making an entry on the Ledger (L) screen, you will need to apply the check to the same G/L account(s) that you applied it to on the Payments (D) screen.

8. Apply the rest of the deposited checks to the G/L Accounts Receivable as usual.

OR

7. If you post Accounts Receivable to General Ledger with Report # 3-37, CASH DEPOSITS BY G/L #, the check is applied to the proper G/L accounts.

Payment Entry Screen—How to Use (D)

To apply a payment to a customer's invoice, press **F10** and then **D**.

A. Type the customer code and press **Enter**. A list of open (unpaid) invoices appears if the customer has any. (If you are not sure of the code, press **F6** for a lookup window showing all customers that are currently on file. Use the **Up** or **Down** arrows to place the cursor on the right customer and press **Enter** to select the customer.)

B. Type the customer's check #. If they are paying cash, type a **C** in Payment Type. (Press **F6** on the Payment Type field for a list of options.) Press **Enter**.

1. If the payment EQUALS the total of all open invoices, press **Alt+Z**. This enters the amount of the payment in the Check Amount field and applies payment to each open invoice listed.

2. If the payment DOES NOT EQUAL the total of all open invoices:

    a. Type in the amount of the payment and press **Enter.**

    b. (Option 1) Press **Alt+Z** to apply the payment to the open invoices, starting with the first one on the list.

    OR

    b. (Option 2) Type in the amount that you want to apply to each open invoice in the Pmt Apd column on the same line as the invoice.c. You can also apply a discount to any invoice by typing the discount amount in the Dis Apd (Discount Applied) column.

C. Press **F9** to save.

D. Now you can enter another customer's payment.

A payment can also be applied to a receivable invoice by choosing option D or B on the POS screen that pops up after **F9** is pressed to save the invoice. This takes you directly from the R screen to the D screen with the customer already loaded, ready for Step #B. When you press **F9** to save, the program returns you to the R screen, ready to make another invoice.

Applying an NIA (Non-Invoiced Amount) (D)

When you enter a check from a customer on the Payments screen, but do not apply it to an invoice, it is saved as an NIA (Non-Invoiced Amount). This happens when a check amount is entered that is greater than the amount in the Payment Applied or G/L Amount fields.

When Report # 3-12 (CUSTOMER AGED TRIAL BALANCE) is run, all NIAs are displayed. Customers with NIAs should be reviewed to make sure a mistake wasn't made when the payment was entered. Check to see if there are NIA amounts that should be applied to an open invoice. This happens when an invoice was entered **after** a payment was entered, and the payment was not applied to the invoice.

To apply an NIA to a customer's invoice follow these steps:

1. Click on the Sales module; then on the Payments link (**F10**; **D)** to go to the Payments screen.

2. Type in the customer's code and press **Enter**.

3. Leave the check number and the check amount fields blank.

4. If the NIA amount covers the invoice exactly, enter that amount in the Payment Applied field and press **Enter**.

5. Press **F9** to save the record.

Posting Deposits (Payments) to General Ledger (D)

There are three ways to post Deposits to General Ledger.

1. The easiest way is to enable automatic deposit posting. In the Company Setup (#) screen, enter either an A or C in the AutoDepPost (A/C/N) field. **A** selects the **A**ccrual method of calculating sales. **C** selects the **C**ash method. Once this is set up, deposits are posted to the General Ledger whenever you enter a **Y** in the Deposit Total field. The entry will be posted into the selected checkbook ledger using a decimal check number (called a point entry).

At this point, automatic posting does not post to multiple ledgers simultaneously. Also, it does not check the Discount Account # on the Customer Type (Y) screen.

2. Another method is to run a report at the end of the month.

    a. Use Report # 3-14, CUSTOMER PAYMENT LEDGER, if you use the accrual basis of accounting.

    b. Use Report # 3-37, CASH DEPOSITS BY G/L #, for cash basis accounting. The entry will be posted into the Computer Entries ledger.

3. The third way is to post the deposits manually by making an Adjustment Entry directly into the Ledger.

Customer Refund (D)

Sometimes a customer writes a check for more than what he owes, and you pay him back with cash.

1. On the D screen, enter the customer's code, the check number and the check amount.

2. Use **Alt+Z** to apply the payments to his bill(s).

3. Save the record with **F9**.

4. Enter the customer's code on a new Payments screen record.

5. Enter a **C** for Cash in the Payment Type field.

6. In the Check Amount field, enter as a negative number, the cash amount you paid the customer.

7. Save with **F9**.

8. When a deposit ticket is printed, the cash total will be adjusted by the negative amount.

Checks and Balances ☺ (D)

If the check amount entered is greater than the payments due, the amount not applied to invoices is posted to the Cur(rent) NIA field. When the payment is saved, this amount is also posted to the NIA (non-invoiced amount) field on the Customer screen.

If the Check Amount is greater than the payments applied to invoices, a negative amount will be applied to NIA (Non-Invoice Amount).

You will not be allowed to save a payment if the amount you enter in the Payment Applied field is more than the total Check Amount plus any existing NIA amount for that customer.

To total a series of deposit entries, enter a Y in Deposit Total. When you save the deposit, the deposits are totaled, starting after the last time you entered a Y in Deposit Total. The total is displayed on the bottom of the screen.

End of Month Procedures (*)

1. Make sure all customer invoices and payments for the month are entered. Put a **Y** in *Deposit Total* on the last payment of the month and save it.

2. Print Report # 3-12, CUSTOMER AGED TRIAL BALANCE.

3. Scan for Non-Invoiced Amounts (NIA) and credit invoices that should be applied to other invoices.

4. Make any necessary corrections on the Payments (D) screen to do this.

5. Print the corrected CUSTOMER AGED TRIAL BALANCE.

6. To see if Accounts Receivable is in balance, follow these steps:

    a. Get the total from last month's CUSTOMER AGED TRIAL BALANCE. (If you ran finance charges, use the CUSTOMER AGED TRIAL BALANCE after the finance charges were calculated.)

    b. Add the invoices for this month. To find this total, print Report # 3-11, CUSTOMER INVOICE LEDGER. (For the starting number, enter the first invoice number of the month. This can be found quickly by using **F6** on the Starting At field or by looking off of last month's hard copy.)

    c. Subtract this month's payments and discounts. To find this total, print Report # 3-14, CUSTOMER PAYMENT LEDGER. (For the starting number, enter the first payment number of the month. This can be found quickly by using **F6** on the Starting At field or by looking off of last month's hard copy.) Use the Total Applied to A/R, which you find at the bottom of the report, just before the Ledger Summary.

    d. The result should equal the CUSTOMER AGED TRIAL BALANCE found in # 5.

7. If the aging totals are not equal, run Report # 3-16, CUSTOMER TOTAL SUMMARY, and compare the totals to the totals found above.

    a. PRIOR BALANCE should equal last month's Aged Trial Balance.

    b. CURRENT SALES should equal the total in Step # 6-B.

    c. CURRENT PAYMENTS should equal the total in Step # 6-C.

    d. CURRENT BALANCE should equal the total in Step # 5.

8. If you haven't found the problem yet,

a. Examine the individual customer accounts by running Report # 3-15, CUSTOMER CURRENT ACTIVITY. (Be sure to use a date in the current month.) This gives you the prior balance, current sales, current payments, and current balance of each customer. Compare these totals with the CUSTOMER AGED TRIAL BALANCE from Step # 5.

b. Another way to check is to run Report # 4-14, starting and ending with your A/R account number. (ABC's standard A/R account # is 500.) The prior amount should equal last month's CUSTOMER AGED TRIAL BALANCE. The year-to-date should equal this month's CUSTOMER AGED TRIAL BALANCE. If CURRENT SALES (3-11) was higher than CURRENT PAYMENTS (3-14), the difference should be the debit amount. If CURRENT SALES was lower than CURRENT PAYMENTS, the difference should be the credit amount.

c. Other things that may cause the reports to be out of balance:

- Amounts were changed on invoices or payments from a prior month.

- Not all invoices or payments for the month are included on a report.

9. When the accounts are in balance, back up your data.

10. Print Report # 3-20, GENERATE FINANCE CHARGES. Be sure the report date is correct and the FINANCE CHARGE INFO is set up in the Company Setup (#) screen.

11. Print Report # 3-12, CUSTOMER AGED TRIAL BALANCE again.

12. Make sure the total on this report equals the total of the aging you printed in step 5 plus the total finance charges in step 10.

13. Print Customer Statements using Report # 3-31 or # 3-36. Make sure the report date is correct and statement limits are set up properly in the Company Setup (#) screen.

14. If you are on the accrual basis of accounting, run Reports # 3-27 and # 2-11 choosing **P** for **P**osting. This posts the Accounts Receivable and Accounts Payable to the General Ledger.

15. If you want the value of your Inventory to be calculated on your Financial Statements, you must run Report # 1-7 choosing **P** for **P**osting. For this to work, Inventory Accounts need to be properly set up. (See help on Report # 1-7 or go to help titled *Posting Inventory to General Ledger*.)

16. Make an end-of-month backup. Keep this until the end of the next month. Save the Customer Invoice Ledger, Customer Payment Ledger, Finance Charges ledger, and the Customer Aged Trial Balance after finance charges, in a permanent file. You are now ready for next month's entries.

DO NOT CHANGE ANY AMOUNTS
ON BILLS, INVOICES, PAYMENTS OR LEDGER ENTRIES
IN PRIOR MONTHS!!!!!

Data Management Utilities for Payments (D)

In the rare event of data corruption, a paid invoice may show up as open, or vice versa. Also, an invoice may show up under the wrong customer's account. To correct any of these problems, follow these steps:

If you are on a network, use the ABC server for the following steps. Otherwise start with Step # 2.

1. Go to the Payments (D) screen.

2. Enter the Customer Code for the account that contains incorrect data.

3. Press **Alt+A**.

4. You will be asked for an invoice number. Enter the number of the invoice that is posted incorrectly.

5. The program will correct the customer's open and/or paid invoice pointers for the invoice in question. The customer's balance will not be affected. (The screen display will not be updated until you reload the customer.)

6. To fix another invoice for this customer, go back to step 4.

7. To fix any invoices for another customer, go back to step 3.

Sales People (S)

The Salesman screen is used for entering your salesmen's codes and tracking sales.

Very handy if you are figuring commission on items sold. Each time an invoice is saved with this salesman's code on it, the total sales and cost posts to these fields. The Post Date tells when the last transaction was posted and indicates which month is represented in the month-to-date figures.

Helps Accessed From Sales People (S) Screen

File Help (S)

Ctrl+N—clears the screen, without saving or un-saving the current record.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (S)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same customer information under a different code, type in the new code and press **Ctrl+D**. You will be prompted to enter the code of the record you want to duplicate. This transfers Name, Address, Phone #, etc., but not the posted information.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (S)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help (S)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G**, a message box appears, telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this sales person. To see previous notes, press **Ctrl+J.** When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the Salesman Code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type SLIST. Ctrl+W

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative; i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Salesman Code (S.0)

Enter the code you will use to reference this salesman. The Salesperson field on the Customer (C) screen references this field; therefore the codes in these fields must match.

To save time when you are setting up salesmen, you can use a default record.

Default Record Setup (S)

A Default Record is a record that contains all the information you want to repeat on most or all of the records you will enter into this file. Setting up a default record saves the operator from entering the same information again and again.

To set up a default record, use a quote (") as the code of the record. Then enter any information on the screen which is usually true.

When this information is entered, save the record with **F9**.

When you enter a new Salesman, the information that you entered in the Default Record for that category will be displayed. Then you enter whatever other information you want on that record. Change any of the default information, if necessary. Default records can be changed whenever you wish.

Salesman Name (S.1)

Enter the name of the salesman.

Default Commission Code (S.2)

This field may be used to calculate commission for this salesman. Enter a number followed by one of the following letters to specify how the commission will be calculated:

S—% of **S**ale

P—% of Gross **P**rofit

T—$ Amount per **T**on

C—$ Amount per Hundredweight

E—$ Amount **E**ach

Unless a code has been entered in the Commission field on the Inventory (I) screen, the code entered here in the Default Commission Code field is used to calculate the salesman's commissions.

Commission Codes A—Z (S.5 - S.16)

Commission Codes A—Z are designed so that a salesman can receive various rates of commission depending on which item he sells. The corresponding letter, A to Z, must be put in the Commission field on the Inventory screen of the Item.

Enter a number followed by one of the following letters to specify how the commission will be calculated:

S—% of **S**ale

P—% of Gross **P**rofit

T—$ Amount per **T**on

C—$ Amount per Hundredweight

E—$ Amount **E**ach

Unless a code has been entered in the Commission field on the Inventory (I) screen, the codes entered here will be used to calculate the salesman's commissions.

Posted Fields (S)

The following restricted fields are automatically maintained by the program via background posting: Post Date, Month-to-date Sales and Cost, Prior Month Sales and Cost, and Prior Year-to-date Sales and Cost. Each time an invoice is saved with this salesman's code on it, the total sales and cost posts to these fields. The Post Date tells when the last transaction was posted and indicates which month is represented in the month-to-date figures.

Quote Prices (Q)

Use this screen to enter special prices for a customer. These prices override any discounts entered on the Inventory screen, unless those discounted prices are less than the special prices entered here.

Helps Accessed From the Quoted Prices (Q) Screen

File Help (Q)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (Q)

Ctrl+L—**L**oads the last customer which was loaded on the Customer (C) screen, Deposit (D) screen, Quote (Q) screen or Receivable Invoice (R) screen.

F7—opens/loads previous record.

F8—opens/loads next record.

Tools Help (Q)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this quoted price. To see previous notes, press **Ctrl+J.** When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the reference code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type QLIST. Ctrl+W

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Starting Date (Q.1)

This is the date the Quoted Price becomes effective. If no date is entered, it becomes effective as soon as the record is saved.

Ending Date (Q.2)

This is the date the Quoted Price ceases to be effective. If no date is entered, it remains in effect until the record is deleted.

Quoted Quantity (Q.3)

This is the maximum quantity the customer may purchase at this discounted price. If no quantity is entered, the customer will receive this discounted price until the quoted price record is deleted. The maximum quantity can be exceeded if multiple lines for the item are on an invoice.

Date Discount (Q.5)

The discounts or special prices entered here when within the Starting Date and the Ending Date will override the Outside Date Discount below and the discounts on the Inventory (I) screen unless the calculated price for the Discount—Special field on the Inventory screen is less.

Discounts are set up the same way on the Quote screen as on the Inventory screen. See Inventory Discount helps.

In the event of a long string of discounts here, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Discount Level (Q.6)

The discount level is found on the Customer (C) screen, the Customer Type (Y) screen and the Quoted Price (Q) screen—with the latter overriding the former.

This field is used to calculate discounted prices for this customer. Enter A, B, C or D to specify which Discount field from the Inventory (I) screen you want to use. If you leave this field blank, the program automatically defaults to Discount field A.

You may also enter a Level Code (A, B, C, or D) followed by a percentage, to give this customer an additional discount. For example, if you enter A5 here, items sold to this customer will be given the Level A discount from Discount A on the Inventory item, plus an additional discount of 5%. Discounts are calculated sequentially, so if Discount A is 20% and the customer gets an additional 5%, the resulting discount would be 24% (80% x 95% = 76%).

To calculate prices for this customer as a certain percent over Cost, enter E followed by a number. For example, E20 means that prices for this customer will be calculated as 20% over cost.

To calculate a certain percent of margin in the price, enter E followed by the margin %, followed by M. Example: If the cost is $1.00, E20M means that the price will be $1.25, giving a 20% margin.

Taxable (Q.7)

If this item is not normally taxable, enter **E** for **E**xempt. If this field is left blank, the program will automatically calculate sales tax based on whatever tax code appears for that item on the invoice.

Outside Date Discount (Q.8)

The discounts or special prices entered here will override discounts on the Inventory screen, but not the Date Discount above, when within the Starting Date and the Ending Date. The only exception to this is the Discount—Special field price on the Inventory (I) screen. If it is less than this, it will override this Outside Date Discount.

Discounts are set up the same way on the Quote screen as on the Inventory screen. See Inventory Discount helps.

In the event of a long string of discounts, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Note (Q.12)

The Note field may be used to enter any information you wish to remember about this price.

In the event of a long message, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Customer Unit (Q.13)

This Unit overrides the Unit on the Inventory screen for the Customer.

Product (Q.1006)

Enter the code for the product you are discounting to the customer. You may enter either an item number or a group code. In either case, the code must be set up on the Inventory (I) screen as an item.

If you enter an item number, the Quoted Price will apply to that item only. If you enter a group code, it will apply to all items having that group code on the Inventory (I) screen. If you enter Quoted Prices for both an item and the group it is in, the item price will override the group price.

For information on setting up Group Code, see the help for the Inventory screen titled "Group Code."

Customer Code (Q.1008)

Enter the code for the customer to whom you are giving a discount or special price.

Explanation for the Quote Screen

Use this screen to enter special prices for a customer. These prices override any discounts entered on the Inventory screen, unless those discounted prices are less than the special prices entered here.

Prices may be by Inventory Group or Inventory Item. Item overrides Group. For information on setting up Group Code, see the help for the Inventory screen titled "Group Code."

Customer Types (Y)

This screen is used to set up Customer Types, which allows you to have different classes of customers and different terms for certain classes. You can also be selective about what items can be sold to certain customers.

Helps Accessed From Customer Types (Y) Screen

File Help (Y)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (Y)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same customer information under a different code, enter the new code in code field, press **Enter** then **Ctrl+D.** You will be prompted to enter the code of the record you want to duplicate. This transfers Name, Address, Phone #, etc., but not the posted information.

F7—loads previous record.

F8—loads next record.

Edit Help (Y)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help (Y)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but records your notes with only the date.

Ctrl+W—places the reference code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type YLIST. Ctrl+W

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Type (Y.0)

Enter the code you wish to use to reference this type of customer. You can only use a one-character code.

Description (Y.1)

Enter a description for this customer type.

Privilege Codes (Y.2)

Privilege Codes can determine which items customers of this type may buy.

You may enter a series of restriction codes that this customer is granted access to (rather than restricted from). This indicates that customers with this type may purchase any inventory items having any of these restriction codes. If this field is blank, it indicates that customers with this type have access only to inventory items with NO restriction code.

G/L Adder (Y.3)

This is a number that is added to the General Ledger Account # on the Inventory (I) screen when an item is entered on an invoice for a customer of this type. If there is no G/L Adder specified, the Default Sales Account # (from the next field) will be used for the invoice.

Sales Code (Y.4)

Enter the Default G/L Sales Account #.

If nothing is entered here or in G/L Adder field (above), the G/L Account # specified on the Inventory screen will be used for on invoices for this type of customer. (If no G/L # is specified there, the Default Sales Account # from the Company Setup (#) screen is used.)

Default Terms (Y.6)

You may enter special terms here for this customer type. These terms will be used when there is none specified on the Customer (C) screen.

A/R Discount Account # (Y.7)

This is the default General Ledger Account # for A/R Discounts. This overrides A/R Discount Account # in the Company Setup (#) screen and is used by Report # 3-14, CUSTOMER PAYMENT LEDGER.

Prepayment Account # (Y.9)

This is the default General Ledger account # for down payments, prepayments, or other payments a customer makes before an invoice is made out for him.

Discount Level (Y.10)

The discount level is found on the Customer (C) screen, the Customer Type (Y) screen and the Quoted Price (Q) screen—with the latter overriding the former.

This field is used to calculate discounted prices for this customer. Enter A, B, C or D to specify which Discount field from the Inventory (I) screen you want to use. If this field is blank, Discount field A will be used by default.

You may also enter a Level Code (A, B, C, or D) followed by a percentage, to give this customer an additional discount. For example, if you enter A5 here, items sold to this customer will be given the Level A discount from Discount A on the Inventory item, plus an additional discount of 5%. Discounts are calculated sequentially, so if Discount A is 20% and the customer gets an additional 5%, the resulting discount would be 24% (80% x 95% = 76%).

To calculate prices for this customer as a certain percent over Cost, enter E followed by a number. For example, E20 means that prices for this customer will be calculated as 20% over cost.

Sales Reports (3)

For help with a specific report, type that report number and press **F1**. Or press **F1** while in the Report Generator.

The ABC Accounting software provides you with numerous reports in every module. Once you select a specific report, you are taken into the report generator. Here you can run the default report or make specific choices about which records you want to view, which dates you want included, and how you wish to view the report.

Overview of Options Given in the Report Generator

STARTING AT—Usually the first record from the file is entered here as a default record code. Press Enter if it is the one you want. If you wish to start the report from a different record code, enter that one. You may use **F6** to search for the code you want to use.

ENDING WITH—This is usually the last record in the file you are printing from. Press **Enter** to print to the end, or enter the code of the last record you want printed. Press **Alt+S** if you want the same code in the Ending With field as is in the Starting At field. Again, **F6** may be used to search for a record code.

Depending on which report you are running, there may be several links just below the Ending With field that allow you to specify which records you want to print this report for. For instance, if you want to only view records from today, click on the **Today** link. Most these links should be self-explanatory.

OUTPUT—Choose a print option. These options are discussed below.

- MY PRINTER—Click on the link of press **M** to print this report on your own printer rather than the default printer.

- PRINTER—Click on the link or press **P** and the report is sent to the default printer for reports.

- BROWSER—Click on the link or press **B** to send this report to a browser window where you can view it without printing it out.

- ADOBE PDF—Click on the link or press **A** to print this with the Adobe PDF tool. This creates a pdf file with the information and opens the file for you to view. This kind of file makes the report easy to email.

- TAB DELIMITED—Click on the link or press T to create a Tab Delimited file saved as a .tsv file to your computer. If you have not opened .tsv files with Excel before, you will need to right click on the file and choose to "Open" with Excel.

- XPORT (Export) —Click on the link or press X to save this report as a file on your hard drive. If you will be viewing this report in Excel, save as a .csv file. If viewing in Notepad, save as a .txt file.

Helps Accessed From the Sales Reports (3) Screen

Customer Address List (Report # 3-1)

This is a wide report that prints customer codes, names, addresses, and phone numbers. It may be printed for a certain customer type, or for only those customers who have activity after the date entered.

You first need to choose if you want the report sorted by customer, salesman, type, or zip code.

Customer List (Report # 3-2)

This report allows you to specify if you want the Customer Codes & Names printed in a 1, 2, or 3-column format.

You will be asked, *"Do you want condensed print?"* if you choose 3-column format.

Customer Phone List (Report # 3-3)

This report prints the customer names and phone numbers as set up in the Customer (C) screen.

The names and phone numbers are listed in two columns.

Customer Types (Report # 3-4)

This prints a list of the Customer Types and their Privileges as entered in the Customer Type (Y) screen.

Multi-Code Sales Tax (Report # 3-5)

This report calculates taxable and nontaxable sales, and the tax amount for one or more tax codes.

When you run the report, you have the option of a 4-column report or a condensed report.

You can specify starting and ending invoice dates. The invoices included in the report are those that are within the set of reference numbers and within the dates specified.

The report lists Invoice #, date, and customer name. The report totals are at the top of the report. This is so you don't have to print the whole report in order to see the totals.

The report shows Net Sales and Total Tax in the first column. In each of the following columns are shown Non-taxable Sales, Taxable Sales, Net Sales, and the Tax Amount, one tax code per column. Net Sales is total sales excluding tax.

Invoices that have no Tax code specified will show up in a ? column.

For more information on taxes and tax codes, see the sections on Tax Codes, Multiple Tax Codes, and Use Tax on the Inventory screen; the section for Multiple Tax Codes on the C screen; and the section on Customer Tax Exemption Numbers on the C screen.

Quote Prices (Report # 3-6)

This prints the list of quoted prices from the Quoted Prices (Q) screen, listing the customers in alphabetical order followed by the items and prices that have been quoted to them.

Shipping Labels From Orders (Report # 3-7)

This report works with Quantity/Label on the Inventory (I) screen. It takes the amount in Qty/Label to determine how many packages are needed to ship the orders on record.

A label is printed for each package or part package.

Open Orders By Customers (Report # 3-8)

This report prints a list of the open orders sorted alphabetically by customer code.

Customer Open Invoices (Report # 3-9)

This report lists open invoices for each customer. This may be sorted by Customer, Salesman, or Customer Type.

Customer Order List (Report # 3-10)

This report prints a list of customer orders, listed numerically by Order #.

Customer Invoice Ledger (Report # 3-11)

This is a list of invoices in numerical order, with a total at the end. Use this report to get a sales total for a sequence of invoices; for example, to find the total sales for the day or the month. To get a **S**ummary, select the report by going to the 3 screen and entering 11**S** instead of just 11. The report will print only the total without listing the whole sequence of invoices.

You are asked for beginning and ending customer type. If you have an enhanced version of ABC Accounting, you can choose to list only the invoices of customers of a certain type. Otherwise, simply press **Enter** twice.

Customer Aged Trial Balance (Report # 3-12)

This is a report that lists open invoices for each customer with amounts arranged in columns by age. Age is determined by subtracting the invoice date from the report date. A total aging appears at the end of the report.

You first need to choose to sort the report by customer, salesman or type. (Customer Type is part of the Enhanced package.) You also have the option of choosing a one-line format (one line per customer), or the detailed format which lists each open invoice by customer.

This report checks the total of the open invoices and the non-invoiced amounts against the customer balance. If they are equal, the customer is in balance. If an asterisk (*) appears to the left of a customer balance, it indicates that particular customer is out of balance. When this happens, there will also be an asterisk at the end of the report, with the words "*Out of Balance*" and the pages which have the out-of-balance customers. If there are no asterisks on the report, the report will say, "*Report in Balance*."

CAUTION! When you use an Aging Cutoff Date that is earlier than the today's date, and payments were made after the cutoff date you chose; the report will be out of balance. This is because the report lists payments entered after the cut-off date **but not** invoices, while the balance at the end of the report includes ALL invoices **and** payments.

Setting the overdue invoice date determines which customers will be listed. Any customers who only have open invoices after that date will not be reported. Any customers who have one or more invoices on or before that date will be reported.

Customer Invoices on Plain Paper (Report # 3-13)

This report prints actual invoices on regular 8 1/2" x 11" paper, in numerical order. To print on company letterhead paper, enter a Y in Omit Company Heading on the Company Setup (#) screen.

On taxable invoices, a **T** is printed beside each **T**axable amount. The total taxable amount is printed on the sales tax line.

Customer Payment Ledger (Report # 3-14)

This is a list of payments in numerical order, with a total at the end. It also totals wherever there is a deposit record with a Y in Deposit Total. It may be printed for only a particular G/L Ledger # when Ledger numbers are entered on the Deposit (D) screen. At the end of an accounting period the report will post the transactions to the G/L account if you enter a **P** when asked if **P**osting is desired. The proper starting and ending Deposit # must be entered for the period.

To get a summary, select the report by entering 14S from the 3 screen. The report will print only the total without listing the whole sequence of payments.

Customer Current Activity (Report # 3-15)

This report prints a listing of each customer's activity for the current month. This report shows each customer's Prior Balance, Current Sales, Current Payments, and Current Balance. A total of each of these is printed at the end.

Note: This will print for the current month only. An asterisk (*) at the end of a line indicates that the figures on that line do not balance, meaning Current Balance does not equal Prior Balance plus Current Sales minus Current Payments.

Customer Total Summary (Report # 3-16)

This is much the same as Report # 3-15, CUSTOMER CURRENT ACTIVITY, except it prints only the total number of Customers, Prior Balance, Current Sales, Current Payments, and Current Balance.

Note: This will print for the current month only.

Shipping Info. By Customer (Report # 3-17)

This report lists each customer's Shipping Address and Ship VIA address.

Deposit Ticket (Report # 3-18)

This report prints a Bank Deposit Ticket-size report that can be fastened to your preprinted deposit ticket from the bank. This way you do not have to manually write each check on the deposit ticket.

It prints Customer Name, Check Number and Check Amount with a deposit total at the end.

It separates foreign deposits, cash, and credit cards, and accumulates them into different totals.

Foreign deposits must have a payment type of **F**.

Cash deposits must have a payment type of **C**.

Standard payment types for credit cards are as follows:

A—**A**merican Express

B—Carte **B**lanche

D—**D**iscover

M—**M**aster Card

N—Diners Club

V—**V**isa

Enter your bank account number in the Bank Deposit # field on the Company Setup (#) screen as you want it to appear on this report.

Inventory Sold By G/L # (Report # 3-19)

This report lists the total quantities and amounts for each inventory item sold during the period and also the total amount sold by G/L number. Enter the starting and ending dates for the period you want this report to cover.

Generate Finance Charges (Report # 3-20)

This is more than just a report. It actually enters finance charges into the Receivable Invoice (R) screen and prints them at the same time. Since this report changes screen data, it is wise to back up the data before running it, in case a power failure or error occurs during the operation.

For finance charge calculation to work, the Finance Charge Information must be set up in the Company Setup (#) screen.

When you invoice finance charges, the report date is critical because it is used to calculate the age of open invoices.

Finance charges are based on the actual number of days an invoice is overdue, not including any days for which finance charges were already applied. Days overdue are determined by either the Due Date on the invoice or the Free Days in the Company Setup (#) screen, whichever comes first. However, a charge is applied only if the report date is past both the Due Date on the invoice and the Days Till Charge in the # screen. When the report is finished, the Last Finance Charge Date is set to the Report Date.

Finance charges are not applied to customers with an N in Late Charge on the Customer (C) screen, or to individual invoices with an N in Interest Code.

Finance charges are stored as invoices, beginning with the next available reference number. A total appears at the end of the report. Because they are stored as invoices, the finance charges may be reprinted with Report # 3-11.

Packing List on Plain Paper (Report # 3-21)

This report allows you to print packing lists for any one invoice or for a list of invoices. The packing list prints on regular 8 1/2" x 11" plain paper. It is much like an invoice on plain paper, except it prints # Ordered, # Shipped, # Back ordered, and Physical Location of the items so that it is easy for the person packing the items to know just where to find them. It also differs from the invoice in that it does not print the prices for the items.

Customer Activity Report With Balance (Report # 3-22)

This report prints an analysis of each customer's payments, paid invoices, and open invoices.

Every invoice and payment are listed, starting with the most recent. The fifth column is a running balance.

You have the choice of selecting a monthly analysis.

Customer Invoice Payments (Report # 3-23)

This prints a report of payments applied to the customer invoices in numerical order by invoice number.

Customer Orders Without Prices (Report # 3-24)

This report prints out orders, but does not print the prices. This can be used for packing slips, pick tickets, etc.

Customer Back Orders (Report # 3-25)

This report prints back orders from any reference number to another.

Customer Review (Report # 3-26)

This report scans the Customer screen and checks for a Review Date that is on or before the system date. The customer's names are printed along with any message you entered in the Message 1 field.

A/R Sales By G/L # (Report # 3-27)

This report sorts by G/L #, and lists all invoices under their proper G/L #. If you are on the accrual basis of accounting, use this report to post A/R Sales to General Ledger. You should post this at the end of the General Ledger accounting period after all the accounts receivable transactions for that period are entered.

NOTE: When posting, Report Date is VERY important! The Report Date selects the period to be posted. (The Report Date is the date after the word On in the Report Generator screen.)

A/R Sales Journal by Invoice Number (Report # 3-28)

This report lists invoices by invoice number. It displays the invoice number, invoice date, customer code and name, terms, salesman, each item on the invoice, tax code, G/L account number, quantity, unit, extended price, extended cost, gross profit, and gross profit percentage.

Count Customer Types (Report # 3-29)

This report prints a list of the customer types, a total number of customers of each type, and a total number of customers on record.

Customer Address Labels (Report # 3-30)

This report prints customer addresses on 15/16" x 3.5" labels, on envelopes, or merges with a Word Processor (W) screen document. The report has the following options:

1. It can be printed alphabetically by Customer Code, or by Zip Code.

2. You may select customers with a Print Code, or a combination of several Print Codes. One customer may have Print Codes of A, B, C and another Print Codes of B, C, E. If you enter a Print Code of A, B and answer the question "*Must a Customer have all the Codes? (Y/N)*" with a Y, only the first customer will print since the customer must have an A and a B in Print Code. If you enter N, both the first and second customers will print since only one of the codes must be found in the customer Print Code.

3. When an Activity Date is entered, only customers who have a Post Date on or after the entered Activity Date will print.

4. The message prints on the first line of the address on the right hand side of the label or envelope.

5. If you are printing in alphabetical order by Customer Code, you may print on labels, print on envelopes, list the addresses on a page, or merge them with a record set up on the Word Processor (W) screen. When merging the file with a Word Processor record, the Word record must have print insert (^I) or replace (^R) information on the Word Processor page so that the name and address will print at the proper locations. For each customer record that this report selects, it will print the currently loaded page on the Word Processor (W) screen and merge the customer data at the places specified.

6. If you want a list of Customers sorted by how many invoices they have and/or by the dollar amount from a specified time in the past to the present, enter an Accumulation Date to specify the time to count from, enter the minimum number of invoices and enter the minimum dollar amount.

A total of the address labels printed will be printed on an additional label if there are more than 10 labels on the list.

Statements on Plain Paper (Report # 3-31)

This report prints customer statements on regular 8 1/2" by 11" paper.

When you enter a date in the "*Print Accounts Older Than*" field, remember that statements will only be printed for invoices created before this date.

When you enter a date in the "*Skip Invoices After*" field, no invoices that were created after this date will be listed on the statements.

No statements are printed for customers whose balance is within the statement limits specified in the Company Setup (#) screen.

The report date is used to calculate aging.

Invoice Recurring Orders (Report # 3-32)

This report invoices recurring orders for uses such as service contracts, rentals, etc. This report does not delete the order from the Customer Workorder (M) screen. When asked for a password, enter **PASS** unless another password has been set up by your administrator.

If a group of orders all have the same Bill Code, you can generate invoices for the whole group at once. Enter the Bill Code of the orders that you wish to invoice when you are asked for an auto-invoice code.

You may have a special description print on the invoice. To do this you must enter a dash (-) in the description field on the order where you want the message to appear and a dash (-) in the Unit field of that line.

Customer Payments (Report # 3-33)

This report prints a list of all customer payments sorted alphabetically by Customer Code, with individual payments listed under each customer.

Sorted A/R Reports (Report # 3-34)

This is a two-column comparative report which can be sorted in seven different ways: (S)alesman, (C)ustomer, (I)tem, (A)ll Three, (1) Salesman & Customer, (2) Salesman and Inventory Item, (3) Customer & Inventory Item.

When you choose to sort with S, 1, or 2; you will need to specify which salesmen you want the report printed for, rather than which invoices. Enter the Salesman Code in the Starting At and Ending With fields.

You can specify Starting and Ending Inventory #s as well as the Maximum and Minimum Turn Ratios. The Turns option can help you decide how much inventory you should stock.

When you choose a sort option that includes inventory items (I, A, 2, 3, or T), you will have some additional options. You can enter a *"Whole Goods Description Word"* to select only whole goods items (with a - in item #) with a description that includes the word you entered. You can also enter an *"Inventory Print Code"* to select only items with a print code that includes the code you enter.

TURNS OPTION

You can also select a **T**urns option by pressing **T**. This shows your stock turnover; how many times your current stock quantity would be sold in the time period specified. The report lists the item code and description followed by current

stock. The quantities sold are shown in the Quantity columns. The Amount columns tell how many times current stock would have been sold in the time frame shown at the top of the column.

Customer Orders With Prices (Report # 3-35)

This report allows you to print Customer Orders from any reference number to another.

Statements on Laser (Report # 3-36)

This report prints Customer Statements.

When you enter a date in the *"Print Accounts Older Than"* field, remember that statements will only be printed for invoices created before this date.

When you enter a date in the *"Skip Invoices After"* field, no invoices that were created after this date will be listed on the statements.

No statements are printed for customers whose balance is within the statement limits specified in the Company Setup (#) screen.

The report date is used to calculate aging.

Cash Deposits By G/L # (Report # 3-37)

This report runs from deposit # to deposit #, and generates a sales G/L distribution from the line amounts of the invoices to which the deposit was applied. When a deposit pays only part of an invoice, the percentage of the payment amount divided by the total invoice amount of the individual line G/L amount is used. This report may be run for a particular bank account if the Bank G/L # was entered on the Deposit screen (D). The G/L totals may be posted to the G/L accounts at the end of the accounting period by entering a **P** when asked for **P**osting. The proper Starting and Ending Deposit # for the period must be entered correctly.

Customer Invoices on Forms Laser (Report # 3-38)

This report prints customer invoices.

On taxable invoices, a **T** is printed beside each **T**axable amount. The total taxable amount is printed on the sales tax line.

**(Report # 3-38C)

If you wish to print invoices for only one customer, go to the 3 reports screen and type in **38C**. Press **Enter**. You will be asked to enter the code of the customer you wish to print open invoices for. Enter the exact code. All open invoices for that customer will be printed.

Often, we have clients who do this with the printer set to do 4 per page and print on both sides of the page (duplex option) to send along with statements.

This report is also accessed from the Customers (C) Screen by pressing **F11** to go to the Reports Menu and then **D** (Open Invoice Duplicates).

Daily Credit Card Receipt (Report # 3-39)

This report calculates the types of credit card transactions, the number of transactions, and the amount of transactions for the day.

Salesperson List (Report # 3-40)

This prints a list of the salesmen as they are entered on the Salesman (S) screen. It lists Code, Name, and Commission Code.

A/R Balancing (Report # 3-41)

This report scans the Invoice screen and adds up all invoice totals per customer. It also scans the Deposit (D) screen and subtracts all payments applied to accounts receivable for each customer. It then compares the resulting balance with the balance on the Customer (C) screen. Any customers for which the balances are not the same are printed on the report.

Calculate Salesman Commission (Report # 3-42)

This report calculates how much commission a salesman has earned, one salesman at a time. When you run the report, you are asked to enter the salesman's code.

In the Starting At field, enter the first invoice that should be considered for the salesman's commission. In the Ending With field, put the last invoice to be included in the calculation.

There are new links included here in ABC Accounting software's Windows Client 4. Clicking on Current Month or Last Month will automatically fill in the Starting At and Ending With fields with only invoices that have affected your salesman's commissions during that time period.

The report gives total commission and total sales for each category as set up in the Salesman (S) screen. At the bottom of the report a total of all the categories is given both of commissions and total sales.

Purchases

Vendors (V)

The Vendor screen is used to enter information about the vendors you purchase from. Enter name, address, phone, employer identification #, purchaser account #, payment terms, and more here.

Helps Accessed From the Vendors (V) Screen

File Help (V)

Ctrl+N—clears the screen, without saving or un-saving the current record, and set the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (V)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same Vendor information under a different code, type in the new code and press **Ctrl+D.** When prompted, enter the code of the record you wish to duplicate.

Ctrl+L—**L**oads the last vendor that was loaded on the Vendor (V) or Bill Entry (B) screens.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (V)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help (V)

Ctrl+F—Finds information bases on the type of field your cursor is in. Example: If your cursor is in the Zip Code field, and you press **Ctrl+F**, the data currently entered into the Zip Code field is entered in the Search at the top of the Lookup window, and all Vendors with that Zip Code are listed in the Lookup. You may change what is entered in the Search field to whatever Zip Code you wish to search for.

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this vendor. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time, and (present) is entered in the Notes field on the screen to alert you that there are notes about this Vendor.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+M—gives a **M**emo window pane with the date and inside address as a heading, ready to type a letter to the currently loaded vendor. To print the letter, press **Ctrl+P.** To return to the Vendor screen, press **F9** once to save the letter and once to return. The letter can be re-accessed by going to the W screen and typing in the code.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # of the customer, vendor, employee or other individual (which you may have listed in the Names screen) from your keyboard. You must have a modem properly installed, the Modem Options ('O) screen properly configured and phone numbers correctly entered for this to work.

Ctrl+W—puts the vender code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type VLIST. Ctrl+W

Alt+A—**A**dds a Bill Entry reference # to vendor's open and paid invoice pointers. This rechecks the vendor's bills to see if they are properly registered as being paid or not paid. Use **Alt+A** on the base computer, if you have a multi-user setup.

Alt+Y—When you press **Alt+Y,** you will be asked "*Transfer Vendor to (C)ustomer, (N)ame, or (E)mployee?*". This allows you to transfer the customer's name, address and phone number to one of these three screens by pressing C, N or E. This is to save time when someone fits into more than one category.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative; i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (V)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

C—displays a **C**heck summary for the currently loaded vendor. Displays from most recent check paid to most ancient check paid on ledger 3, then the same order for the next consecutive ledger, and so on.

D—displays as in C report, but shows check **D**etail. This lists the G/L account numbers and account names that were used with each check. If there is something in the Remark field of the check, it is also displayed.

O—displays the purchase **O**rders for the currently loaded vendor. Press **A** to see **A**ll P/Os. Press **Enter** to see only open P/Os. (Runs from Report 2-9.)

P—displays the **P**aid invoices for the currently loaded vendor. Press **1** to view payment details, **2** to see Terms details, **3** to see no details, or **Enter** to see both Payment and Terms details. (Runs from Report 2-7.)

R—lists vendor shipping tickets using Report # 2-13.

U—displays the **U**npaid invoices for the currently loaded vendor. Press **1** for Payment details, **2** for Terms details, **3** for no details, **Enter** for Payment and Terms details, or **4** for one-line terms. (Runs from Report 2-6.)

TO PRINTER:

L—prints an address **L**abel for the currently loaded vendor.

E—prints the vendor's address for or on an **E**nvelope. You will be asked if you are printing for a window envelope. If you press **Y** for **Y**es, the address will be printed so that on plain paper the address would show through the window when the paper is folded. If you press **N** for **N**o, the address will be printed for a plain business envelope.

Links Help (V)

Address—Click on the **Address** link to lookup this customer's address on Google maps. Quick way to get directions to a customer's place when you are a service technician.

Copy Block—The **Copy Block** link copies the vendor's name and address and saves it to the clipboard. Simply open up ABC's text editor (**F10**, **W**) or Notepad or Word or any text editing program and press **Ctrl+V** to paste that name and address. Now you are ready to write a business letter.

Telephone—Click on the **Telephone** link to go to www.whitepages.com search function.

Email—If this customer has an email address listed, click on the **Email** link to be taken into your email program with this customers address inserted in the To field.

Notes—Click on the **Notes** link, and you will be taken to the Text Editing screen to enter a journal entry about this vendor.

Vendor Code (V.0)

A record code is automatically generated for this Vendor when you enter the name in the Vendor Name field. (Code generator must be set up on the Company Setup (#) screen).

Vendor Name (V.1)

Enter the vendor name as you want it to appear on checks. If you use a comma in the name, what follows the comma will be placed first when it's printed. For example, Wenger, T. Ray, will be printed as T. Ray Wenger.

Attention (V.2)

This may be used as an additional name or address line.

Street Address (V.3)

Enter the vendor's street address as you want it to appear on checks. An address hyperlink takes you to Google maps with the address entered.

Print Code (V.8)

This field is used to print Report # 2-8, VENDOR ADDRESS LABELS, and to print selective mailing lists. Enter a character here to categorize the vendor for this purpose. You can put the vendor into a number of different categories by entering a series of characters.

G/L Accounts (V.10)

Enter the G/L numbers here, separated by commas, that you want to appear when you reference this vendor on the Ledger (L) screen and the Bill Entry (B) screen. For example, you could have the account number for telephone expense appear automatically whenever you enter a check to the telephone company. Enter the inventory item codes preceded by an apostrophe ('), that you want to appear when you enter this vendor on the Bill Entry screen.

BE SURE the Inventory Item codes have been set up on the Inventory (I) screen, or else you CANNOT load this vendor on the Bill Entry screen.

All vendors that rent equipment that you want to job cost should have the G/L # for Subcontract Rentals listed first in this field. ABC's standard Subcontract Rentals G/L # number is 611. You should also have an **S** entered in the D)ir,S)ub,M)at field for these vendors.

Make G/L Distributions by putting a **G** in the Updt field of the Inventory screen of the item to be distributed, (such as an electric bill). The Remark field for that item must have the percent, followed by a percent sign (%) and G/L account number. Use a comma to separate more than one additional distribution.

Example: 20%1580,30%2580 in Remarks would divide the entered amount 20% to Acct. 1580, 30% to Acct. 2580 and leave the remaining 50% where the amount was entered.

In the event of a long message, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

Federal Employer Identification # (V.11)

This field is used to generate 1099 forms. Enter this vendor's Federal E.I. #. If the vendor does not have a Federal EIN, the Social Security (FICA) number is used when printing 1099 forms.

FICA # (V.12)

This field is used to generate 1099 forms. Enter this vendor's Social Security (FICA) #. If the vendor does not have a Federal E.I. #, this number is used when printing 1099 forms.

Salesperson (V.13)

This is an information field for your convenience. Enter the name of the salesperson who represents the Vendor.

Salesperson Phone (V.14)

This is an information field. Enter the salesperson's phone number here. If you enter 7 or 10 characters, the phone number will format automatically.

If you press **Ctrl+T** on this number, it can be auto-dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Clicking the phone hyperlink takes you to the online white pages, looking up that number.

Purchaser Account # (V.15)

Enter the customer number assigned to you by the vendor. This field carries across to the Purchase Order (O) screen when you enter a purchase order for this vendor.

This number will also appear on checks you write to this vendor.

P/O Instructions 1 & 2 (V.19)

These two fields are for you to enter any messages you want to appear in Special Instructions on purchase orders for this vendor. These fields carry across to the Purchase Order (O) screen, and appear on the printed Purchase Order.

P/O Addresses (V.21)

If the purchase order is to go to an address other than where the check is to be sent, enter the code for that address in this field. This code must match the address code you entered in the Names (N) screen. You may enter more than one code in this field, separated by commas. When entering a purchase order, the first one will automatically be displayed. You may press **Alt+A** to select another one if desired.

Auto Pay (V.22)

This field carries across to the Bill Entry (B) screen.

- Enter a **Y** here if you want the check writing program to select this vendor's bills for payment depending on the Due Date and Discount Date.

- Enter **E** for an Electronic bill payment. These bills can be automatically selected for payment based on due date. They will be paid with "." check numbers, which will not print from the check writing screen. These checks can still be printed from the ledger with Ctrl+P.

- Enter **N** here if you want to manually select this vendor's bills for payment.

- Enter a **P** here if you want the check writing program to select this vendor's bills for payment, regardless of the Due Date.

- Enter **S** if shipping tickets are normally entered for this vendor.

Direct, Subcontract, Material (V.23)

ABC JOB COSTING MODULE—This field determines how the A/P bills for this vendor are posted.

Enter **D** to post the bills to Direct Qty on the Job Detail ('D) screen as well as to the Inventory screen.

Enter **S** to post the bills to Subcontract on the Job Detail ('D) screen. This does not update Stock Quantity on the Inventory screen. Use this option for Vendors that rent equipment whose bills you want to post to the job cost.

Enter **M** to post the bills to Material on the Job Detail ('D) screen This does not update Stock Quantity on the Inventory screen.

All three codes update Inventory Purchase History.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Terms (V.24)

When you press **F6** with your cursor in the Terms field, a window appears for entering the vendor's terms. To return to the main screen, press **F5**.

Terms can be set up or edited on the Vendor (V) screen, the Purchase Order (O) screen, or the Bill Entry (B) screen. When terms are set up on the Vendor screen, they will automatically apply to all bills entered for that vendor. When terms are edited on the Purchase Order screen, they only apply to the bills that are generated from that purchase order. When Terms are edited on the Bill Entry screen, they only apply to that bill.

Due Date, Discount Date, Payment Amount and Discount Amount are calculated only on bills that have an Invoice Date and an Invoice Amount.

Following is a description of the use of each field:

- The REMARK field is for your information only.

- The RECURRING PMT field is used to enter terms for bills of the same amount from the same vendor that are repeated periodically.

  See the help titled, "Recurring Payments."

- Put a **Y** in the PAY BY S/N field if you want to select individual items on the

A/P Bill for payment by serial number. Leaving the field blank works the same as using an N.

See "Paying Bills by Serial Number."

NOTE: Whether you pay by serial number or not determines what kind of partial payments you may set up on the bottom part of the Terms window.

See "Entering A/P Terms for Partial Payments."

- The BILL DATE field is set to today's date, by default.

- The BILL AMOUNT is set from the Invoice Amt field, just above the Terms field on the Bill Entry (B) screen.

The 8 columns, in the bottom part of the screen, work together in pairs. (You can jump the cursor to the first field in Column 1 by pressing **Shift+Up** arrow.)

- COLUMNS 1 and 2—DUE DAYS and DUE DATE—If you enter Due Days in Column 1, the Due Date in Column 2 is set by default, based on the date on the top right corner of the Bill Entry (B) screen. You can enter the Due Date in Column 1 or Column 2. To change only the month, enter the month number followed by a forward slash (/) in the first column. For example, 10/ means October. To change month and day, enter the month number followed by a forward slash (/), then the day, in the first column. Entering 10/2 means the 2nd of October. If the date you enter is before Invoice Date, the date will be advanced to that date in the following year.

  You can also specify a due date that is a certain day of the following month. To do that, enter a number followed by an **N** (for **N**ext).

  To specify a due date that is a certain day of the **S**econd month after the invoice date, enter a number followed by an **S**.

  To specify a due date that is determined by the day of the month on which the invoice date falls, use the pattern shown in the examples that follow.

Example 1: 15-20M

Example 2: 15-20M,31-5N

Example 3: 16-15N,31-3S

Example 1 means, invoices from the 1st through the 15th of the month have a due date on the 20th of the same month. The M means the due date is in the same month as the invoice date.

Example 2 means, invoices from the 1st through the 15th have a due date on the 20th of the same month, and invoices from the 16th through the 31st have a due date on the 5th of the next month. Items in a series like this must be in numerical order to work properly.

Example 3 means, invoices from the 1st through the 16th have a due date on the 15th of the next month, and invoices from the 17th through the 31st have a due date on the 3rd of the second month after the invoice date.

- COLUMNS 3 and 4—% DUE and AMOUNT DUE—The third and fourth columns are used for setting up Partial Payments on bills. If you enter the Percentage Due in Column 3, the Amount Due in Column 4 is set automatically. (The program also calculates how much remains due after the first payment and enters its calculations on the second line in columns 1 to 4.) You can also enter the Amount Due in column 3 if you put a $ after the amount.

  You can also enter a V for variable in the % Due column.

  See "Entering A/P Terms for Partial Payments."

- COLUMNS 5 and 6—DISCOUNT DAYS and DATE—The fifth and sixth columns work similarly to columns 1 and 2. If you enter Discount Days in Column 5, the Discount Date is automatically entered in Column 6. You can enter the Discount Date in Column 5 or Column 6. To change only the month, enter (in the fifth column) the month number followed by a forward slash (/), for example 7/ means July. To change the month and day, enter the month number followed by a forward slash (/), then the day, for example 7/4 means the 4th of July. If the date you enter is before Invoice Date, the year will be advanced to the following year.

You can also specify a discount date that is a certain day of the following month. To do that, enter a number followed by an **N** (for **N**ext).

To specify a discount date that is a certain day of the **S**econd month after the invoice date, enter a number followed by an **S**.

To specify a discount date that is determined by the day of month on which the invoice date falls, use the pattern shown in the examples that follow.

Example 1: 15-20M

Example 2: 15-20M,31-5N

Example 3: 16-15N,31-3S

Example 1 means, invoices from the 1st through the 15th of the month have a discount date on the 20th of the same month. The M means the discount date is in the same month as the invoice date.

Example 2 means, invoices from the 1st through the 15th have a discount date on the 20th of the same month, and invoices from the 16th through the 31st have a discount date on the 5th of the next month. Items in a series like this must be in numerical order to work properly.

Example 3 means, invoices from the 1st through the 16th have a discount date on the 15th of the next month, and invoices from the 17th through the 31st have a discount date on the 3rd of the second month after the invoice date.

- COLUMNS 7 and 8—DISCOUNT % and AMOUNT—The seventh and eighth columns work similar to columns 3 and 4. If you enter the Discount % in Column 7, the Discount Amount is automatically entered in Column 8. You can also enter the Discount Amount in column 7 if you put a $ after the amount.

  The Discount % is used to calculate the Discount Amount on Bills, based on the Invoice Amount.

  Sometimes a bill contains an item or items that are not included in the discount calculation.

Sales tax and freight are typical examples. To properly calculate the Discount Amount in such cases, enter a dollar sign ($) in the Update Code on any line item that is not to be discounted. You can do this right on the Bill Entry (B) screen. If you repeatedly encounter such items, you can set them up on the Inventory (I) screen with a $ in the Update Code. These items will be treated as no-discount items whenever they are entered on a bill.

You can enter up to 12 Partial Payments. To erase a line, use **Ctrl+E.**

When you are finished, press **F9** or **F5** to return you to the main screen. The Check Writing screen uses the terms you have set up to determine which bills to pay.

When you enter Terms on a Bill, and you have not previously entered Terms for this Vendor, you will be asked if you want to store the new terms on the Vendor (V) screen. Press **Y** if you want these terms to automatically fill in whenever you enter a bill from this vendor. Press **N** if these are not the usual terms, or if you want to always enter the terms on each bill with this vendor.

Taxable/Exempt (V.25)

Enter **T** or **E** to specify whether products bought from this vendor are **T**axable or **E**xempt.

Delete Purchase Orders (V.27)

The code entered in this field determines when and whether or not purchase orders to this vendor are deleted.

Y—You will be asked if you want the purchase order deleted every time you save a Bill Entry for this vendor, regardless of whether or not it is completely filled.

N—**N**ever deletes purchase orders for this vendor.

C—Purchase orders to this vendor are deleted only after they are **C**ompletely filled.

No 1099, Incorporated, Subcontractor (V.28)

This field is used to generate 1099 forms.

Enter an **I** in this field to prevent a 1099 record from being generated for an **I**ncorporated vendor when using Report # 4-11, VENDOR CHECK DETAIL, to generate 1099s.

Enter **N** in this field if this vendor is **N**ot incorporated and you do not want to generate a 1099 for them.

Enter an **S** (Subcontractor) in this field to force all payments to this vendor to be totaled on a 1099 record when Report # 4-11, VENDOR CHECK DETAIL, is used. When nothing is in the 1099 Field on the G screen, the Miscellaneous line (11) is used.

Leaving this field blank means that only payments to this vendor using G/L #s that have a code in the 1099 field of the G screen will be totaled on a 1099 record.

For more information about generating 1099s, see the help titled "1099s—Generating."

Prices on Purchase Orders (V.30)

Enter an **N** in this field if you do not want prices to carry over from the Inventory (I) screen on purchase orders for this vendor.

Salesperson Fax # (V.31)

This is an information field. Enter the salesperson's fax number here. If you enter 10 characters, the fax number will format automatically.

Remark (V.32)

This field is simply for your convenience. Write down any remark that you wish to remember about this Vendor.
In the event of a long remark, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

Remit To Address (V.33)

If you want to print an alternate address on checks, enter the code for this "remit to" address as entered in the Names (N) screen. The alternate address will print on A/P and G/L checks.

FOB (V.34)

The "Freight on Board" or FOB point is the name of the place this item ships from. If this vendor ships all items from the same place, you may enter that place here. It carries over to the FOB field on the Purchase Order (O) screen.

Order From (V.37)

Used especially for cases where you order items from a vendor who is a distributor for a larger company. Let's say you sell a lot of Briggs items. You get the Briggs price lists and download them to your inventory screen files. On the inventory screen, the items are noted as coming from Briggs (as Vendor). Now, rather than going through and changing all those item's vendors to be Pitman's Parts Company, you can designate Pimans Parts here as the company you order the Briggs parts from. On an Order, the items will be listed as coming from Pitman's Parts.

Vendor Posted Fields

The following restricted fields are maintained by the program via background posting: Post Date, Current P/O Amount, Last Month P/O Amount, Prior Year-to-date P/O Amount, Current Buy Amount, Last Month Buy Amount, Prior Year-to-date Buy Amount, Current Payments, Last Month Payments, Prior Year-to-date Payments, Current Discounts Taken, Last Month Discounts, Prior Year-to-Date discounts and Balance.

These fields are updated upon entry of a purchase order, bill, shipping ticket or check. The Post Date tells when the last transaction was posted and indicates which month is represented in the month-to-date figures.

Setting up New Vendors (V)

To set up a new Vendor, click on the Purchases Module; then click on Vendors (**F10**, **V**). If the screen is not blank, press **Ctrl+N** to bring up a blank screen. Type the vendor's name in the Vendor Name field the way it would appear in the phone book. If it is a person's name, type the last name, then a comma, and then the first name.

When you press Enter on the Name field, a code is generated and entered in the Code field.

The most commonly used fields on the Vendor (V) screen are Street Address, Zip, Phone #, No1099,Inc,Sub, Terms, Auto Pay Y/N/P, and G/L #s.

When you are done, press **F9** to save. The cursor returns to the Vendor Code field. To enter another Vendor, press **Ctrl+N** for another **N**ew record and enter the information for the next vendor.

Default Record Setup (V)

A Default Record is a record that contains all the information you want to repeat on most or all of the records you will enter into this file. Setting up a default record saves the operator from entering the same information again and again.

To set up a default record, use a quote (") as the code of the record. Then enter any information on the screen which is usually true. For Vendors you could enter Terms, Net Days, Discount Days, and Discount % that fit most of your vendors. Possibly you want a Y in Auto Pay as well.

When this information is entered, save the record with **F9**.

When you enter a new Vendor, the information that you entered in the Default Record will be displayed. Then you enter whatever other information you want on that record. Change any of the default information, if necessary. Default records can be changed whenever you wish.

Working With Vendor Rebates

Occasionally you may receive a check from a vendor, such as an insurance rebate, that you want to include with your bank deposit.

1. First make sure the vendor is entered on the Customer (C) screen.

   a. To copy a vendor's name and address to the Customer screen, bring up the vendor on the Vendor (V) screen.

   b. Press **Alt+Y** and then **C** to transfer his information to the Customer (C) screen.

   c. Press **F9** to save the new customer record.

OR

1. An alternate method would be to use a generic customer, such as *Mr. Refund*, for this type of transaction. The vendor could be identified by an entry to the RIGHT of the check #.

2. Now go to the Deposit (D) screen and enter the vendor's customer code in the **Customer #** field.

3. Fill in the **Check #** and **Check Amount** fields.

4. Enter the G/L account number you want the check amount applied to in the **Apply To G/L #** field.

(Normally you will use the same G/L account # that was used when the vendor was paid. For example, an insurance rebate would be put into the G/L account for insurance costs.)

5. When you press **Enter,** the cursor will jump to the right. Enter the amount you want applied to the G/L account in this field.

6. Press **F9** to save the record.

Working With Vendor Credit Vouchers

You may receive a credit voucher from a vendor to pay a Receivable Invoice; for example, to pay for warranty work done for the vendor.

1. Set the vendor up as a customer by using Alt+Y on his Vendor screen record and choosing C to transfer the data to the Customer screen. Save with **F9**.

OR

1. A generic Customer, the same Mr. Refund as mentioned above, could be used instead.

2. In the Receivable Invoice screen, make an invoice for the vendor\customer using the voucher amount.

3. On the Bill Entry screen, enter the voucher amount as a negative number. Use the Transfer Account general ledger number to fill in the **GL #** field.

4. On the Deposit screen, enter the vendor/customer's code. Leave blank the **Check #** and the **Check Amount** fields. Use the same general ledger number in the **Apply To G/L #** field as you used for Step # 3. Enter the voucher amount as a negative number in the **G/L Amount** field. Then put the voucher amount as a positive number in the **Payment Applied** (**Pmt Apd**) field on the same line as the listed invoice.

Working With an Overcharge Credit

If you are overcharged for a certain item and later a credit is received to adjust the price, the credit should be entered as a separate bill to reverse the original entry.

1. On the Bill Entry (B) screen, enter the Vendor #.

2. Enter the credit amount as a negative figure in the **Invoice Amount** field.

3. Enter the credit number given on the printed credit in the **Invoice Number** field. If there is no number, enter the date or some other identifying number.

4. Enter the invoice date from the printed credit in the **Invoice Date** field.

5. Enter the Item #.

6. Enter the quantity as a negative figure.

7. Enter the original wrong price in the **Price** field. Due to the negative quantity, this price will be calculated as a negative figure without you having to include a minus sign.

8. On the next line enter the Item # again, the quantity as a positive figure, and the correct price. This price is calculated as positive because of the positive quantity. The difference between the two lines should be the amount that you are credited.

By doing it this way, Inventory Stock Quantities will not be changed and the transactions will be recorded on the **Inventory Purchase History**.

Working With a Check Sent Along With the Credit Bill

1. On the Bill Entry (B) screen, enter the Vendor #.

2. Enter the credit amount as a negative figure in the **Invoice Amount** field.

3. Enter the credit number given on the printed credit in the **Invoice Number** field. If there is no number, enter the date or some other identifying number.

4. Enter the invoice date from the printed credit in the **Invoice Date** field.

5. Enter the Item #.

6. Enter the quantity as a negative figure.

7. Enter the original wrong price in the **Price** field. Due to the negative quantity, this price will be calculated as a negative figure without you having to include a minus sign.

8. On the next line enter the Item # again. Enter the quantity as a positive figure, and the correct price. This price is calculated as positive because of the positive quantity. The difference between the two lines should be the amount that you are credited.

9. Now add one more line at the bottom of the credit bill you just made. Use the Transfer Account G/L number for the **G/L #** field.

10. Enter a quantity of 1.

11. Enter the amount of the check in the **Price** field.

12. Enter the check on the D screen, with the credit check amount in the **Check Amount** field.

13. Enter the Transfer Account G/L number in the **Apply to G/L #** field.

14. Enter the check amount again in the **G/L Amount** field.

15. Save with **F9**.

Working With a Credit Bill for Goods Returned to a Vendor

1. Enter a credit bill with a negative amount in the **Invoice Amount** field.

2. List each returned item using a negative quantity. This removes the items from inventory.

3. Next time you use the Check Writing (/) screen, the credit will be included and deducted from the amount you owe.

Working With a Credit Bill and Refund Check for Goods Returned to a Vendor

1. Enter a bill with nothing in the **Invoice Amount** field.

2. List each returned item using a negative quantity.

3. Enter the price as a negative amount in the **Price** field. (This removes the item from Inventory.)

4. At the bottom of the invoice, enter an adjustment line using your Transfer Account general ledger number in the **G/L #** field and the total of the check in the **Price** field. This should equal the distribution amount (in the **Pd/Dist** field). Pressing **F9** on the **Amount** field enters the distribution amount automatically.

5. Enter the check on the Deposit (D) screen using the Transfer Account general ledger number in the **Apply to G/L #** field and the check amount in the **G/L Amount** field.

Vendors Terms Window

This help is accessed from the Terms window based on the Vendor screen and carried over to the Bill Entry and Purchase Order screens. To get into the Terms window, go to the Terms field on any one of those screens and press **F6**. The helps as follow will describe the uses of this screen and its fields.

Helps Accessed From the Purchases Vendor Terms Window

Terms

When you press **F6** with your cursor in the Terms field, a window appears for entering the vendor's terms. To return to the main screen, press **F5**.

Terms can be set up or edited on the Vendor (V) screen, the Purchase Order (O) screen, or the Bill Entry (B) screen. When terms are set up on the Vendor screen, they will automatically apply to all bills entered for that vendor. When terms are edited on the Purchase Order screen, they only apply to the bills that are generated from that purchase order. When Terms are edited on the Bill Entry screen, they only apply to that bill.

Due Date, Discount Date, Payment Amount and Discount Amount are calculated only on bills that have an Invoice Date and an Invoice Amount.

Following is a description of the use of each field:

- The REMARK field is for your information only.
- The RECURRING PMT field is used to enter terms for bills of the same amount from the same vendor that are repeated periodically.

  See the help titled, "Recurring Payments."
- Put a **Y** in the PAY BY S/N field if you want to select individual items on the A/P Bill for payment by serial number. Leaving the field blank works the same as using an N.

  See "Paying Bills by Serial Number."

NOTE: Whether you pay by serial number or not determines what kind of partial payments you may set up on the bottom part of the Terms window.

See "Entering A/P Terms for Partial Payments."

- The BILL DATE field is set to the current date by default, and is determined by the date in the top right corner of the of the bill you are entering on the Bill Entry (B) screen.

- The BILL AMOUNT is set from the Invoice Amt field, just above the Terms field on the Bill Entry (B) screen.

The 8 columns, in the bottom part of the screen, work together in pairs. (You can jump the cursor to the first field in Column 1 by pressing **Shift+Up** arrow.)

- COLUMNS 1 and 2—DUE DAYS and DUE DATE—If you enter Due Days in Column 1, the Due Date in Column 2 is set by default, based on the date on the top right corner of the Bill Entry (B) screen. You can enter the Due Date in Column 1 or Column 2. To change only the month, enter the month number followed by a forward slash (/) in the first column. For example, 10/ means October. To change month and day, enter the month number followed by a forward slash (/), then the day, in the first column. Entering 10/2 means the 2nd of October. If the date you enter is before Invoice Date, the date will be advanced to that date in the following year.

  You can also specify a due date that is a certain day of the following month. To do that, enter a number followed by an **N** (for **N**ext).

  To specify a due date that is a certain day of the **S**econd month after the invoice date, enter a number followed by an **S**.

  To specify a due date that is determined by the day of the month on which the invoice date falls, use the pattern shown in the examples that follow.

  Example 1: 15-20M

  Example 2: 15-20M,31-5N

  Example 3: 16-15N,31-3S

Example 1 means, invoices from the 1st through the 15th of the month have a due date on the 20th of the same month. The M means the due date is in the same month as the invoice date.

Example 2 means, invoices from the 1st through the 15th have a due date on the 20th of the same month, and invoices from the 16th through the 31st have a due date on the 5th of the next month. Items in a series like this must be in numerical order to work properly.

Example 3 means, invoices from the 1st through the 16th have a due date on the 15th of the next month, and invoices from the 17th through the 31st have a due date on the 3rd of the second month after the invoice date.

- COLUMNS 3 and 4—% DUE and AMOUNT DUE—The third and fourth columns are used for setting up Partial Payments on bills. If you enter the Percentage Due in Column 3, the Amount Due in Column 4 is set automatically. (The program also calculates how much remains due after the first payment and enters its calculations on the second line in columns 1 to 4.) You can also enter the Amount Due in column 3 if you put a $ after the amount.

  You can also enter a V for variable in the % Due column.

  See "Entering A/P Terms for Partial Payments."

- COLUMNS 5 and 6—DISCOUNT DAYS and DATE—The fifth and sixth columns work similarly to columns 1 and 2. If you enter Discount Days in Column 5, the Discount Date is automatically entered in Column 6. You can enter the Discount Date in Column 5 or Column 6. To change only the month, enter (in the fifth column) the month number followed by a forward slash (/), for example 7/ means July. To change the month and day, enter the month number followed by a forward slash (/), then the day, for example 7/4 means the 4th of July. If the date you enter is before Invoice Date, the year will be advanced to the following year.

  You can also specify a discount date that is a certain day of the following month. To do that, enter a number followed by an **N** (for **N**ext).

  To specify a discount date that is a certain day of the **S**econd month after the invoice date, enter a number followed by an **S**.

To specify a discount date that is determined by the day of month on which the invoice date falls, use the pattern shown in the examples that follow.

Example 1: 15-20M

Example 2: 15-20M,31-5N

Example 3: 16-15N,31-3S

Example 1 means, invoices from the 1st through the 15th of the month have a discount date on the 20th of the same month. The M means the discount date is in the same month as the invoice date.

Example 2 means, invoices from the 1st through the 15th have a discount date on the 20th of the same month, and invoices from the 16th through the 31st have a discount date on the 5th of the next month. Items in a series like this must be in numerical order to work properly.

Example 3 means, invoices from the 1st through the 16th have a discount date on the 15th of the next month, and invoices from the 17th through the 31st have a discount date on the 3rd of the second month after the invoice date.

- COLUMNS 7 and 8—DISCOUNT % and AMOUNT—The seventh and eighth columns work similar to columns 3 and 4. If you enter the Discount % in Column 7, the Discount Amount is automatically entered in Column 8. You can also enter the Discount Amount in column 7 if you put a $ after the amount.

  The Discount % is used to calculate the Discount Amount on Bills, based on the Invoice Amount.

  Sometimes a bill contains an item or items that are not included in the discount calculation.

Sales tax and freight are typical examples. To properly calculate the Discount Amount in such cases, enter a dollar sign ($) in the Update Code on any line item that is not to be discounted. You can do this right on the Bill Entry (B) screen. If you repeatedly encounter such items, you can set them up on the Inventory (I) screen with a $ in the Update Code. These items will be treated as no-discount items whenever they are entered on a bill.

You can enter up to 12 Partial Payments. To erase a line, use **Ctrl+E.**

When you are finished, press **F9** or **F5** to return you to the main screen. The Check Writing screen uses the terms you have set up to determine which bills to pay.

When you enter Terms on a Bill, and you have not previously entered Terms for this Vendor, you will be asked if you want to store the new terms on the Vendor (V) screen. Press **Y** if you want these terms to automatically fill in whenever you enter a bill from this vendor. Press **N** if these are not the usual terms, or if you want to always enter the terms on each bill with this vendor.

Bills (B)

The Bill Entry (B) screen is used to track the shipping tickets and bills that you receive from your vendors. Ideally, a Purchase Order is created on the O screen when you first place your order with a vendor. Once the order arrives, you bring up the purchase order on the Bill Entry screen and verify that the items received and prices charged are correct. Also, you will want to enter such things here as the date of the shipment's arrival, the shipping ticket #, and any other pertinent information.

If a shipping ticket is received from the vendor at the time of the shipment, but the bill is not received until later, you will want to return to the bill entry you created upon receipt of the shipping ticket and enter the correct letter in the Pay Code field to indicate that this bill is ready to be paid.

Helps Accessed From the Bill Entry (B) Screen

File Help (B)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

F5—exits lookup.

Shift+F5—closes all lookups.

F6—opens lookup. (Pressing F6 the after the Lookup has opened toggles between a list of All Vendors and Active Vendors.) Example: **F6** on the Vendor Code field displays a list of all your vendors. The Search field at the top of the F6 Lookup window allows you to search for a specific vendor.

Shift+F6—opens alternate lookup. Example: **Shift+F6** on the Vendor Name field displays a list of bills from this vendor.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (B)

Ctrl+L—**L**oads last vendor. If you wish to load the vendor which you just finished loading on the Vendor (V) screen, on the Ledger (L) screen, or on the Bill Entry (B) screen, press **Ctrl+L.**

Alt+A—adds the purchase order address as found for this vendor on the Names (N) screen.

Alt+N—loads **N**ext vendor or inventory item in alphabetical order.

With the cursor in the top part of the screen, **Alt+N** will load the next vendor. With the cursor on a line with an Item # entered, **Alt+N** will load the next inventory item. If the cursor is on a line that doesn't have an Item # entered, **Alt+N** will load the next item after the one on the line above it.

Alt+O—If a shipping ticket was entered from a purchase order, you can find the shipping ticket by pressing **Alt+O** and entering the purchase order #.

Alt+P—loads the **P**revious vendor or inventory item in alphabetical order.

With the cursor in the top part of the screen, **Alt+P** will load the previous vendor. With the cursor on a line with an Item # entered, **Alt+P** will load the previous inventory item. If the cursor is on a line that doesn't have an Item # entered, **Alt+P** loads the item previous to the one on the line just above.

F7—loads previous record.

F8—loads next record.

Shift+F7—indexes back for previous bill for currently loaded vendor. To search back for previous shipping tickets for the currently loaded vendor, press **Alt+R** to set the Pay Code Y, N, S field to S (this specifies shipping ticket), then press **Shift+F7**. (You must be on the Vendor code.)

Shift+F8—indexes forward for next bill for currently loaded vendor. To search forward for next shipping tickets for the currently loaded vendor, press **Alt+R** to set the Pay Code Y, N, S field to S which specifies shipping tickets, then press **Shift+F8**. (You must be on the Vendor code.)

Edit Help (B)

Ctrl+A—**A**dds a blank line at the cursor, pushing down any lines that are below. This only works in repeating fields.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line where the cursor is and moves up any lines that are below. This only works in the repeating fields.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home—places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up one screen at a time when the cursor is in the repeating fields. From the top part of the screen, it places the cursor on the top line of the repeating fields.

Page Down—moves the cursor down one screen at a time or to the next available line when the cursor is in the repeating fields.

Shift+Up arrow—moves the cursor to the first repeating field.

Shift+Down arrow—moves the cursor to the line just below the last line used on the invoice, order or quote. If the invoice is blank, it places the cursor on the top line.

Tools Help (B)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this bill. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Ctrl+W—puts the reference # on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen), and then type BLIST. Ctrl+W

Alt+1—If you press **Alt+1** when the cursor is on an inventory item line, you are taken to the Inventory (I) screen, with the item loaded on the screen. This is useful for changing price or description if you want to. Pressing **F9** on the Inventory screen, returns you to the Bill Entry screen.

NOTE: If you run a screen report while you are on the I screen (such as **S** for **S**ales History, or **B** for Purchase History), **F9** will not return you to the invoice. You must press **F10** and **B** and then reload the Bill. Anything that had not been saved on the Bill will be lost.

Another NOTE: If you changed the cost on the inventory screen, and you want that price to take effect on the current bill, you should reload the inventory item that has a new price. One way to reload the item is to press **Alt+N** and then **Alt+P**.

Alt+A—**A**dds (if you are on the G/L # field) the G/L # on this line to the Vendor Field G/L #s. If it's not already there, you will be asked, "*Add Acct # to Vendor G/L #s?*"

Alt+D—**D**ivides amount by quantity to find cost. To use this feature, enter the Item # and quantity. Enter the amount in the Cost field and press **Alt+D** with the cursor on the Cost field. The amount will be divided by Quantity, the Cost and Amount fields will automatically be filled in and the cursor will jump to the next line.

Alt+G—jumps cursor to the Purchase Order Number (P. Order) field, if it is blank. If the Purchase Order # is already filled in, it gives you the option to transfer items from the purchase order to the bill.

Alt+I—**I**nserts Invoice Amount, at the top of the Bill, so that it agrees with the total amount on the lines in the bottom part of the screen. This allows you to enter all the inventory items with their amounts and then **Alt+I** fills in the Invoice Amount at the top.

Alt+J—Changes a line item (any field) to a remark and lands the cursor on the remark. Price and most other info stays unchanged. This allows using an item to set fields by default, then changing the description without losing that info. For a shortcut, enter ItemID and immediately press **Alt+J** without pressing Enter. The remark and related fields are there, with the cursor on the remark, ready for editing. NOTE: If a line item has linking info such as serial numbers or a purchase order ID, changing that item to a remark will automatically clear the linking info.

Alt+M—**M**ultiplies the entered List Price by the multiplier in the Inventory screen to find Cost. With the cursor in the List field, enter the List Price and press **Alt+M**. The entered price will be multiplied times the Multiplier from the Inventory (I) screen and put the result into the List field.

Alt+R—enters shipping tickets. This sets the Pay Code Y, N, S field to S which specifies this entry as a shipping ticket.

Alt+S—When the cursor is on the same line as an item with a serial #, pressing **Alt+S** will take you to the Serial # entry screen.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Report Help (B)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

Y—runs Report 2-7, which lists paid bills for this vendor, displaying the check number used to pay them, the amount paid, discount taken and such like.

S—displays a **S**ales History report about the item your cursor is currently on. It details who all you have sold this item to, when you sold it, which invoice # it was, how many you sold, and how much you sold it for.

V—shows a **V**endor purchase order report, detailing the P/O date, P/O #, Vendor you ordered the item from, how many of the item you ordered, how many you received, and how much you paid. Make sure you have your cursor on the item in question before pressing V.

P—displays **P**urchase detail, where you have ordered this item from in the past, which Bill Entry #s were used, the date you received it, how many you received, and how much you paid. Once again, the cursor must be on the item number you are investigating.

Bill Entry # (B.0)

This is a reference number from 1 to 999999. Entries are numbered sequentially. To view or edit a previous invoice, enter the reference number for that invoice.

Vendor # (B.1)

This code references the Vendor (V) screen. Use F6 to look up a Vendor Code if you don't know it. The Vendor's name, address, and terms are brought over and entered on this Bill Entry.

Invoice Date (B.2)

Enter the date from the printed invoice your received.

Invoice Number (B.3)

Enter the invoice number given on the printed bill. If there is no number, enter the date or some other identifying number. This number will be printed on the check stub when this bill is paid.

In the event of a long number, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

This field must be entered to avoid the risk of duplicate entries. The program does not allow two bills with the same invoice number from one vendor.

There are occasions when you will need to make two Bill Entries for one Purchase Order because of back orders or something. There may also be multiple shipping tickets with parts of your order arriving one day and another part another day. In such a case, where you will need to create more than one Bill Entry for the same invoice number, add a different letter onto the invoice number for each entry.

Terms (B.4)

When you press **F6** with your cursor in the Terms field, a window appears for entering the vendor's terms. To return to the main screen, press **F5**.

Terms can be set up or edited on the Vendor (V) screen, the Purchase Order (O) screen, or the Bill Entry (B) screen. When terms are set up on the Vendor screen, they will automatically apply to all bills entered for that vendor. When terms are edited on the Purchase Order screen, they only apply to the bills that are generated from that purchase order. When Terms are edited on the Bill Entry screen, they only apply to that bill.

Due Date, Discount Date, Payment Amount and Discount Amount are calculated only on bills that have an Invoice Date and an Invoice Amount.
Following is a description of the use of each field:

- The REMARK field is for your information only.

- The RECURRING PMT field is used to enter terms for bills of the same amount from the same vendor that are repeated periodically.

  See the help titled, "Recurring Payments."

- Put a **Y** in the PAY BY S/N field if you want to select individual items on the A/P Bill for payment by serial number. Leaving the field blank works the same as using an N.

  See "Paying Bills by Serial Number."

  NOTE: Whether you pay by serial number or not determines what kind of partial payments you may set up on the bottom part of the Terms window.

  See "Partial Payments."

- The BILL DATE field is set automatically when you are on the Bill Entry (B) screen and agrees with the date in the top right corner of the screen.

- The BILL AMOUNT is set from the Invoice Amt field, just above the Terms field on the Bill Entry (B) screen.

The 8 columns, in the bottom part of the screen, work together in pairs. (You can jump the cursor to the first field in Column 1 by pressing **Shift+Up** arrow.)

- COLUMNS 1 and 2—DUE DAYS and DUE DATE—If you enter Due Days in Column 1, the Due Date in Column 2 is set by default, based on the date on the top right corner of the Bill Entry (B) screen. You can enter the Due Date in Column 1 or Column 2. To change only the month, enter the month number followed by a forward slash (/) in the first column. For example, 10/ means October. To change month and day, enter the month number followed by a forward slash (/), then the day, in the first column. Entering 10/2 means the 2nd of October. If the date you enter is before Invoice Date, the date will be advanced to that date in the following year.

  You can also specify a due date that is a certain day of the following month. To do that, enter a number followed by an **N** (for **N**ext).

To specify a due date that is a certain day of the **S**econd month after the invoice date, enter a number followed by an **S**.

To specify a due date that is determined by the day of the month on which the invoice date falls, use the pattern shown in the examples that follow.

Example 1: 15-20M

Example 2: 15-20M,31-5N

Example 3: 16-15N,31-3S

Example 1 means, invoices from the 1st through the 15th of the month have a due date on the 20th of the same month. The M means the due date is in the same month as the invoice date.

Example 2 means, invoices from the 1st through the 15th have a due date on the 20th of the same month, and invoices from the 16th through the 31st have a due date on the 5th of the next month. Items in a series like this must be in numerical order to work properly.

Example 3 means, invoices from the 1st through the 16th have a due date on the 15th of the next month, and invoices from the 17th through the 31st have a due date on the 3rd of the second month after the invoice date.

- COLUMNS 3 and 4—% DUE and AMOUNT DUE—The third and fourth columns are used for setting up Partial Payments on bills. If you enter the Percentage Due in Column 3, the Amount Due in Column 4 is set automatically. (The program also calculates how much remains due after the first payment and enters its calculations on the second line in columns 1 to 4.) You can also enter the Amount Due in column 3 if you put a $ after the amount.

  You can also enter a V for variable in the % Due column.

  See "Partial Payments. "

- COLUMNS 5 and 6—DISCOUNT DAYS and DATE—The fifth and sixth columns work similarly to columns 1 and 2. If you enter Discount Days in Column 5, the Discount Date is automatically entered in Column 6. You can enter the Discount Date in Column 5 or Column 6. To change only the month, enter (in the fifth column) the month number followed by a forward slash (/), for example 7/ means July. To change the month and day, enter the month number followed by a forward slash (/), then the day, for example 7/4 means the 4th of July. If the date you enter is before Invoice Date, the year will be advanced to the following year.

  You can also specify a discount date that is a certain day of the following month. To do that, enter a number followed by an **N** (for **N**ext).

  To specify a discount date that is a certain day of the **S**econd month after the invoice date, enter a number followed by an **S**.

  To specify a discount date that is determined by the day of month on which the invoice date falls, use the pattern shown in the examples that follow.

  Example 1: 15-20M

  Example 2: 15-20M,31-5N

  Example 3: 16-15N,31-3S

  Example 1 means, invoices from the 1st through the 15th of the month have a discount date on the 20th of the same month. The M means the discount date is in the same month as the invoice date.

  Example 2 means, invoices from the 1st through the 15th have a discount date on the 20th of the same month, and invoices from the 16th through the 31st have a discount date on the 5th of the next month. Items in a series like this must be in numerical order to work properly.

  Example 3 means, invoices from the 1st through the 16th have a discount date on the 15th of the next month, and invoices from the 17th through the 31st have a discount date on the 3rd of the second month after the invoice date.

- COLUMNS 7 and 8—DISCOUNT % and AMOUNT—The seventh and eighth columns work similar to columns 3 and 4. If you enter the Discount % in

Column 7, the Discount Amount is automatically entered in Column 8. You can also enter the Discount Amount in column 7 if you put a $ after the amount.

The Discount % is used to calculate the Discount Amount on Bills, based on the Invoice Amount.

Sometimes a bill contains an item or items that are not included in the discount calculation.

Sales tax and freight are typical examples. To properly calculate the Discount Amount in such cases, enter a dollar sign ($) in the Update Code on any line item that is not to be discounted. You can do this right on the Bill Entry (B) screen. If you repeatedly encounter such items, you can set them up on the Inventory (I) screen with a $ in the Update Code. These items will be treated as no-discount items whenever they are entered on a bill.

You can enter up to 12 Partial Payments. To erase a line, use **Ctrl+E.**

When you are finished, press **F9** or **F5** to return you to the main screen. The Check Writing screen uses the terms you have set up to determine which bills to pay.

When you enter Terms on a Bill, and you have not previously entered Terms for this Vendor, you will be asked if you want to store the new terms on the Vendor (V) screen. Press **Y** if you want these terms to automatically fill in whenever you enter a bill from this vendor. Press **N** if these are not the usual terms, or if you want to always enter the terms on each bill with this vendor.

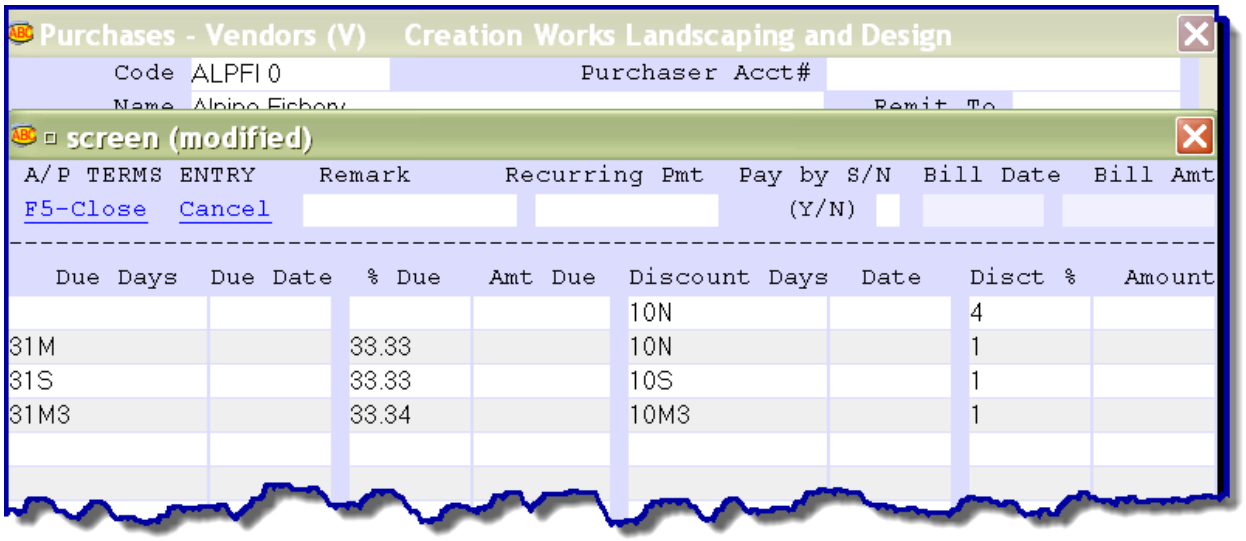
Entering A/P Terms for Partial Payments

Accounts Payable Terms allow two types of partial payments: fixed and variable.

Fixed partial payments are fixed percentages or amounts of a bill that are due on different dates. They cannot be used on bills paid by serial number.

In the following example, a 4% discount is given if the entire bill is paid by the tenth of the next month. Alternatively, the bill can be paid in three monthly payments, with a 1% discount given for each payment made by the tenth of the month. If the discount is not taken, the payment is due the end of the month.

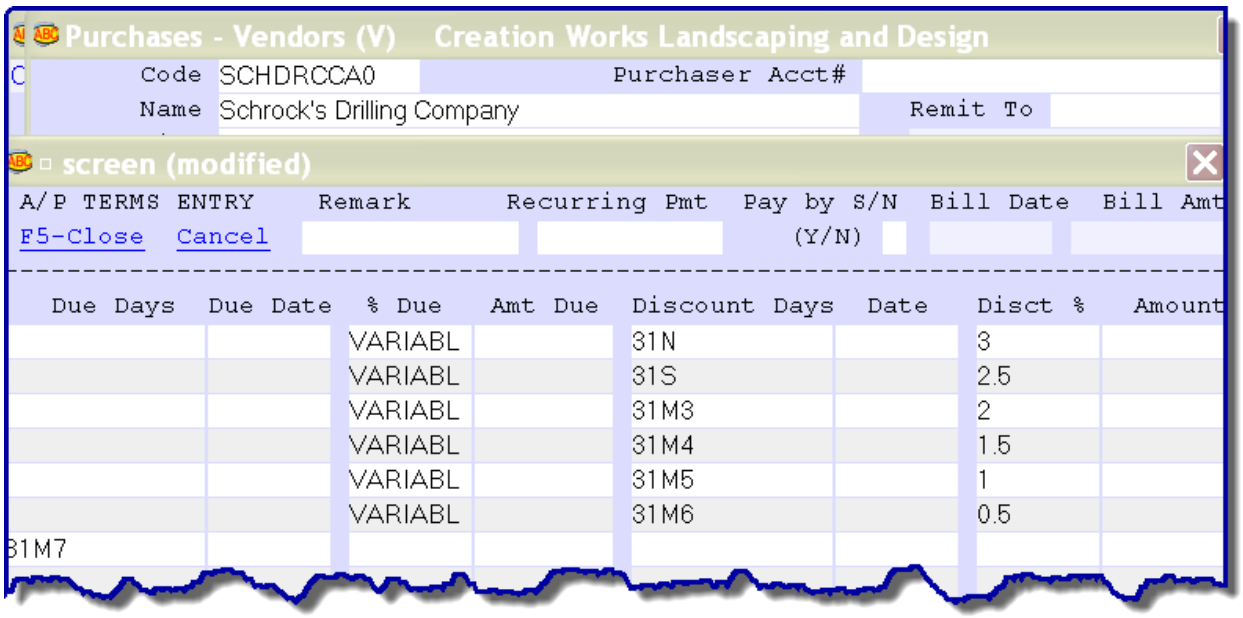
PARTIAL PAYMENT TERMS EXAMPLE



Variable partial payments can be used only on bills paid by serial number. They are used when there are multiple discount rates and dates, but no preset due dates and amounts, except a final due date for the balance. This is used with some floor plan financing, where payments are typically due after items are sold. (See "Paying Bills by Serial Number.")

In the following example, a 3% discount is given on any serial numbers paid by the end of the next month. The discount is 2.5% for the following month, and so on. The balance is due at the end of the seventh month, with no discount on payments made that month. Note that with a variable amount due, the discount applies to any payments made in that discount period, unlike a fixed amount due, where the discount requires full payment of the amount due.

VARIABLE PAYMENT TERMS EXAMPLE



Tip: In the % Due column, you may enter a V and it will be converted to VARIABLE automatically.

Note: Partial payment terms must be in chronological order to work properly.

Due Date (B.5)

This field is calculated from the Invoice Date and the Terms on the bill. The due date appears on certain A/P reports, and the Check Writing (/) screen uses it, along with the discount date, to determine which bills are due.

You may change the Due Date here. This will automatically adjust terms to use a fixed Due Date. In that case, the date you entered here is fixed, even if you change the Invoice Date later.

Depending what was in Terms before, you may not be allowed to change the Due Date here. In that case, you will need to go into the Terms window and make your changes there.

Discount Date (B.6)

This field is calculated from the Invoice Date and the Terms on the bill. Check Writing (/) takes the discount on a bill if Discount Date is on or before the check date.

You may change the Discount Date here. This will automatically adjust terms to use a fixed Discount Date. In that case, the date you entered here is fixed, even if you change the Invoice Date later.

Depending what was in Terms before, you may not be allowed to change the discount date here. In that case, you will need to go into the Terms window and make your changes there.

Discount Amount (B.7)

This field is calculated from the Invoice Amount and the Terms on the bill. Check Writing (/) will deduct the Discount Amount if the bill is paid by the Discount Date.

You may change the Discount Amount here. This will automatically adjust terms to use a fixed Discount Amount. In that case, the date you entered here is fixed, even if you change the Invoice Amount later.

Depending what was in Terms before, you may not be allowed to change the Discount Amount here. In that case, you will need to go into the Terms window and make your changes there.

The Discount Amount can also be adjusted by excluding one or more items on the bill from the discount. See help on Terms for more information.

Job # (B.8)

ABC JOB COSTING MODULE—If all the items on this bill are for one particular job, enter that Job # here. This code references the Job (J) screen; therefore the codes must match. When entering a shipping ticket from an order, this field automatically loads from the Purchase Order (O) screen when you enter the Purchase Order #.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Pay Code Y, N, S, F (B.9)

This field is used with the Check Writing (/) screen. Here are the options:

Y—means this bill will be selected for payment on the Check Writing (/) screen by Due Date, or Discount Date, if applicable. This is the default function; therefore, leaving the Pay Code field blank has the same effect.

N—means this bill will **N**ot be selected for payment on the Check Writing (/) screen by Due Date, or Discount Date. It must be manually selected or selected with the * option, Pay Open Bills, if you want it to be paid.

E—**E**lectronic bill payment. These bills can be automatically selected for payment based on due date. They will be paid with "." check numbers, which will not print from the check writing screen. These checks can still be printed from the ledger with Ctrl+P.

P—means this bill will be selected for payment on the Check Writing (/) screen, when you use the + option, Pay Due Bills, whether it's due or not. The * option, Pay Open Bills, will also select this bill.

A—shows an **A**djustment of Inventory Quantity. Adjustment bills will not list on the Check Writing (/) screen. Report # 1-7, INVENTORY VALUE, will skip it. DO NOT TRY TO APPLY A CHECK TO AN ADJUSTMENT BILL.

M—used when **M**aterial goes from your inventory to a job. This is used with the *ABC Job Costing Module*.

S—is used for a **S**hipping ticket. See the section later in this chapter titled, "Shipping Ticket Entry."

F—is used for **F**loor planning (as discussed in the next section).

Floor Planning (B)

Floor Planning is an arrangement with your vendor to place goods to be sold on your premises without you needing to pay for them till they are sold. When you run Report # 2-11, PAYABLES BY G/L #, these amounts are posted to a special account set up for this. Our standard Floor Planning Account # is 3240. This needs to be set up on the Company Setup (#) screen.

For information on entering Terms on a floor planning bill, see "Partial Payments," and "Paying Bills Serial Number."

Recurring Payments (B)

Recurring payments is when you need to pay the same amount to the same vendor repeatedly, at regular intervals. This could be mortgage payments, rent payments, lease payments or other periodic payments.

To set up recurring payments, enter a bill for one payment, and set the terms in the Recurring Pmt field in the Terms window. 1**M** means the payments are **M**onthly. A 3M means payments are made every 3 months, etc.

For payments every so many **D**ays, enter the number of days followed by **D**. A number followed by an **L**, means the payments are due the **L**ast of the month.

1L means the end of each month. 3L means the last day of the quarter.

If the recurring payment is a **F**ixed amount (principal + interest), to pay off a loan, enter the yearly interest rate followed by **F**, in the Recurring Pmt field. (Use a comma to separate this information from anything entered previously). If the payments decrease each period, because the principal paid is always the same amount and the interest paid is less each time, enter the interest rate followed by **V**, again using a comma if necessary.

If the principal is $2000.00, and the first payment of principal is $200.00, the first line of the invoice should be in caps and look like this: PRINCIPAL BALANCE 1800. Use the loan ledger number. In the amount field enter 200.

If the payment includes interest: on the next line, type (in caps) INTEREST followed by a period.

Use the interest ledger number. In the amount field enter the current interest payment.
The interest calculation is Days x Rate x Principal divided by 365.

Purchase Order Date (B.10)

This field is used with shipping tickets. The P/O Date loads from the order automatically when the P/O # is entered.

Purchase Order # (B.11)

Enter the Purchase Order # for the bill or shipping ticket you are entering. The purchase order is loaded to the Bill Entry screen, displaying Vendor information, and asking if you want to load the items you had ordered to the screen.

(When transferring items from a Purchase Order to the Bill Entry screen, quantities of any items with tracked serial numbers will NOT be entered. You will have to enter them manually.)

You can get items from multiple purchase orders by entering each PO # here and choosing the Add option. (That's right. Just overwrite the PO# already there with another one, and it will add those items into this Bill Entry underneath the previous ones. You can do this repeatedly.)

Receive Number (B.12)

This field is used with shipping tickets. Enter the shipping ticket number here.

Invoice Amount (B.13)

Enter the total from the printed bill. If this amount doesn't match your Purchase Order total, as displayed in the Pd/Dist field, you will not be able to save the record.

If Discount % is set in the Terms field, Discount Amount is calculated based on the Invoice Amount.

Material, Direct, Subcontractor (B.14)

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

ABC JOB COSTING MODULE—It determines how the A/P Bills for this vendor are posted when a valid Job # is entered. If nothing is entered in this field it automatically defaults to an **M** for **M**aterial.

M—Posts directly to the Material field on the Job Detail ('D) screen and does not affect Stock Quantity on the Inventory (I) screen.

D—posts Quantity to Stock on the Inventory (I) screen. Enter **D** if this entire bill is for items which were ordered for a specific job. The job supervisor is supposed to keep track of the items used on the job so you can enter them on the Material screen.

The items will then be billed on the Receivable Invoice (R) screen which will subtract the Quantities from Inventory Stock Quantity.

S—posts directly to the **S**ubcontract field on the Job Detail ('D) screen and does not affect Stock Quantity on the Inventory (I) screen.

Control Date (B.15)

This field is automatically set to the system date at the time the invoice is entered, but may be changed. It determines which G/L period the invoice will be posted into for General Ledger and Job Costing.

Ship To (B.16)

The Ship To code comes from the Purchase Order if it was specified there. You may change it here if desired.

You may enter a code from the Customer, Employee, Job, Name or Vendor screen. Type one of these letters, C, E, J, N or V to specify which screen followed by the record code that you want to use. For example, to enter a Customer with the code BRUBA0, enter CBRUBA0. If the specified code does not exist, you will be alerted.

Time & Material or Contract (B.17)

ABC JOB COSTING MODULE—This field determines how the material on this bill is invoiced when using Report # 5-31, GENERATE INVOICES FOR JOBS. You may enter one of two options—T or C.

T takes the cost from the Bill Entry (B) screen, adds the A/P Markup % from the Company Setup (#) screen and uses that amount to invoice the customer. It also brings the cost across to the customer invoice and posts it from there to the Job (J) screen. Therefore when an A/P Bill is invoiced and it has a number in A/R Invoice # the posting to the Job (J) screen is reversed.

C in this field indicates that the cost on the Bill Entry (B) screen is not to be used for determining the amount to invoice the customer. Instead, the customer will be billed the **C**ontract amount.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

A/R Invoice # (B.18)

ABC JOB COSTING MODULE—This field works with Report # 5-31, GENERATE INVOICES FOR JOBS. When the bill is invoiced using this report, the Receivable Invoice # is entered into this field automatically.

Receive Date (B.19)

This field is used with shipping tickets. Enter the date you received the merchandise. If shipping tickets are being posted to General Ledger, this date will select the G/L period for posting the shipping ticket to inventory value and purchases. Otherwise, this date is just for information.

Item#/Remark (B)

Enter your inventory code for the item, or a remark followed by a period (.). If you enter an item code, the item is loaded along with all the necessary information as recorded on the Inventory (I) screen.

If the price update code is not specified in the Inventory (I) screen, it will be taken from the Company Setup (#) screen.

Quantity (B)

Enter the quantity of items or enter the number of cases if there is a number in the #/Case field.

If there is a Y in the Track Serial # field on the Inventory (I) screen, the Serial # Entry window pops up so you can enter the serial numbers for the item(s).

If this is a shipping ticket and the quantities were loaded from a Purchase Order, you will need to change the quantity if the quantity received is different than the quantity ordered. When you save the shipping ticket, Quantity will subtract from Vendor Order and add to Received Qty on the Inventory screen.

Cost (B)

Enter the price each, or price per case if there is a number in the #/Case field.

If this is a shipping ticket loaded from a Purchase Order, the cost will load from the PO when you enter the Item #. You may change it here if necessary.

The cost may contain fractional cents, UNLESS the item is serialized (Track Serial # on Inventory screen contains a Y). If you try to save a bill with fractional cents on a serialized item, the total amount is rounded to the nearest cent. You may need to enter a separate line item for the rounding adjustment needed to get a correct bill total.

Change Inventory costs from the bottom line.

Amount (B)

The amount is automatically calculated from the quantity and cost, but may be edited.

WARNING !! If the amount field is blank and you press **F9** while the cursor is on the Amount field, any amount remaining in the Amount to Distribute field above, will be entered into the Amount field, and the bill will be saved.

G/L # (B)

The G/L # is the account number for the amount on this line. When an Item # is entered, the G/L # is automatically entered as follows:

1. When there is no Job #, the account number on the Inventory (I) screen plus the A/P G/L Adder from the Company Setup (#) screen is added together to get the account number. If there is no G/L # on the Inventory (I) screen, then the Default Purchase Account # is used. If the number on the Inventory (I) screen is greater than the Purchase End Account # or less that the Sales Start Account # on the Company Setup (#) screen, then the G/L number from the Inventory (I) screen is used.

2. When there is a Job # entered and there is an S in M)aterial, D)irect, S)ubcontract field on the Bill Entry (B) screen, the Default Purchase Account # from the Company Setup (#) screen is used unless there is a number in the Subcontract Adder on the Company Setup (#) screen; then that number plus the number on the Inventory (I) screen plus the A/P G/L Adder is used.

Job #s are a part of *ABC JOB COSTING MODULE*.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

#/Case (B)

This is the number of items per case when an item is bought in case quantities, but sold individually. This number is usually already defined in the Inventory (I) screen, but it may be changed here. If you change it here, the quantity is multiplied by the number per case, to obtain the individual quantity that is added to Stock or Ordered Quantity on the Inventory screen.

Price Update Code (B.26)

The update code determine how prices for this item will be updated by Report # 2-10, INVENTORY PRICE UPDATE. Alternatively, you can select certain features of bill entry and not use the line in calculating discounts.

The update code is found on the Company Setup (#), Inventory (I), Bill Entry (B) and Purchase Order (O) screens. It is automatically set on the Bill Entry and Purchase Order screens from the Inventory screen. If there is none on the Inventory screen, it comes from the Company Setup (#) screen, but may be changed manually.

Here are some possible entries:

A—**A**lways updates the cost and the list price.

B—updates the cost if it increased.

D—always updates the cost.

I—always updates the cost. Updates the list price if it increased.

L—updates the cost if it increased. Updates the list price if it increased.

N—**N**o price update.

F—**F**reight or Other Adjustment items (sales tax & discount). See "Freight and Other Adjustments" below.

G—**G**/L Distributions. See section titled "G/L Distributions" below.

O—**O**mits Purchase Order posting. (Don't post this item to purchase order.)

P—brings up list price instead of cost when entering item on a bill.

S—**S**kips Quantity & Price and goes to Amount.

Q—Stock Quantity and pricing are not changed by Unit when purchasing. This is generally used when a number followed by # is used in Unit. (Q must be the LAST letter used in the Update Code field.)

X— e**X**clude purchase from Inventory Value Report (Report #1-7).

**$**—Do not apply cash discount to this item. Use this with items that are not discounted, such as sales tax and freight. This code may be combined with another function; example: F$.

Job Class (B)

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

ABC JOB COSTING MODULE—If you have entered a Job number on this bill, you must enter a Job Class here unless it was entered in the Job Class field for this item on the Inventory screen.

Job Classes are set up on the Job Class ('J) screen.

If you entered a dash (-) in the Job Class field on the Inventory screen for this item, it will appear in this field. The dash can be entered manually, too. This means that this amount will not be added to the job cost. This is used for freight, sales tax, discounts, etc.

Freight & Other Adjustments (B)

This field on the Bill Entry screen is automatically filled when a bill with a freight charge or other adjustment (such as sales tax or a discount) is saved by pressing **F9.** You must either have an **F** in the Updt field on the Inventory screen, or enter an **F** in the UC field on the Bill Entry screen for this to work. This pro-rates (or divides evenly among several items) the amount on each line that comes before the Freight or Other Adjustment item, based on the total amount of that line.

If there is more than one Freight or Other Adjustment item on a bill, the program pro-rates the Freight or Adjustment on each line up to the previous Freight or Adjustment item.

If several Freight or Adjustment items immediately follow each other on a bill, the combined results will be displayed, pro-rated to each preceding item.

Freight & other adjustment amounts print on Report # 1-5, INVENTORY PURCHASE HISTORY.

Changing Inventory Pricing (B)

When **Enter** is pressed on the price, the message line at the bottom of the screen displays: "*Cost I=x.xx B=x.xx List I=xx.xx B=xx.xx Change C/L/B?* "

For example: "Cost I=6.00 B=6.50 List I=12.00 B=13.00 Change C/L/B?

Basing our explanation on this example, the message means:

8. Cost I=6.00 The Cost on the Inventory screen is $6.00.
9. B=6.50 The Cost on this Bill Entry is $6.50.
10. List I=12.00 The List price on the Inventory screen is $12.00.
11. B=13.00 The List price on this Bill Entry is $13.00.
12. Change C/L/B? Do you want to change the Cost, the List price, or Both?
    a. Enter **C** to change **C**ost.
    b. Enter new list price and an **L** to just change the **L**ist.
    c. Enter new list price and a **B** to change **B**oth cost and list.

How to Enter a Bill (B)

1. Click on the Purchases module; then choose Bills (or **F10; B**) to go to the Bill Entry screen.

2. Enter the Vendor Code. If you cannot remember the Vendor Code, press the **F6** key. Then you can use the **Up** or **Down** keys to find the Vendor you want. Press **Enter** when the cursor is on the correct Vendor. (If you can't find the Vendor in the **F6** screen, press **Alt+A** to jump directly to the Vendor screen and **A**dd it.)

3. A list of open Purchase Orders for this Vendor is displayed in a Lookup window.

    a. Select the order that this bill is for.

    b. Then press **1** to add the list of items ordered to this Bill Entry.

4. Enter the Bill total in the Inv Amt field.

5. Press **Enter** until the cursor is at the Invoice Number field and type in the invoice # from the bill. (If the bill does not have a number, use the date of the bill as its number.)

6. Enter the Invoice Date.

7. Enter the Due Date, if necessary. (When Terms are set up correctly for this Vendor, the due date will enter automatically.)

8. In the event that there is a discount if paid by a certain date, enter the Discount Amount and Discount Date. (This could already be set up in Terms for this Vendor.)

9. Compare the items listed on your purchase order with the hard copy of the bill sent to you by the Vendor.

10. If there are any discrepancies (changes of price or incomplete orders) between the two, make the necessary adjustments on this Bill Entry, so that it reflects the hard copy bill.

11. Once you save this Bill Entry, any items or quantities that were not shipped are saved, so that when the remainder of the items arrive, you can create another Bill Entry for the rest of the order.

12. Pressing **F9** when the cursor is in the Amount field puts the Amt to Distribute figure in the Amount field and saves the bill. If something is lacking, you will not be able to save. Make the suggested correction, and press **F9** again.

13. If you want to enter another bill from the same vendor, press **Ctrl+L**, which loads the last Vendor used into the Vendor Code field.

Crediting an Overcharge (B)

If you are overcharged for a certain item, and later a credit is received to adjust the cost; the credit must be entered as a separate bill to reverse the original entry. Here are the steps for entering the credit:

1. On the Bill Entry (B) screen, enter the Vendor #.

2. Enter the credit amount as a negative figure in the Inv Amt field.

3. Enter the credit # and date in the Invoice Number and Date fields.

4. Enter the item #.

5. Enter the quantity as a negative figure.

6. Enter the original wrong price in the Cost field. This amount is calculated as a negative figure.

7. On the next line enter the Item # again, the quantity as a positive figure, and the correct cost. This amount is calculated as a positive figure. The difference between the two lines should be the amount that you are credited.

By doing it this way, Inventory Stock Quantities will not be changed, and the transactions will be recorded on the Inventory Purchase History.

Shipping Ticket Entry (B)

Shipping tickets, or packing slips, are entered when you receive an order but have not yet received a bill for it. You want to show that the order was received and the items are now on stock, even though you don't have to pay for them yet.

I. There are two ways to enter a shipping ticket for a purchase order that has been entered on the Purchase Order Entry (O) screen.

A. The first way to enter a shipping ticket is from the Purchase Order (O) screen.

1. Bring up the Purchase Order that was made for the shipping ticket and press **Alt+R.** This will switch you to the Bill Entry (B) screen with the Purchase Order information copied onto the screen. The Pay Code Y, N, S field is set to **S**, indicating that this is a **S**hipping Ticket. The Invoice Date and Due Date fields are cleared and your cursor jumps to the Receive Number field.

2. Enter the Shipping Ticket Number in the Receive Number field.

3. Enter the Receive Date. This is the date you received the merchandise. If shipping tickets are being posted to General Ledger, this date will select the G/L period for posting. Otherwise, this date is just for information.

4. Check the item codes and quantities to make sure that what was shipped agrees with the information on the screen. Make any adjustments necessary and save with **F9.**

B. The second way to enter a shipping ticket is from the Bill Entry (B) screen.

1. On a blank Bill Entry (B) screen, press **Alt+R.** The Pay Code Y,N,S field is set to **S**, indicating that this is a **S**hipping Ticket. The Invoice Date and Due Date fields are cleared and your cursor jumps to the Receive Number field.

2. Enter the shipping ticket number in the Receive Number field.

3. Enter the Receive Date. This is the date you received the merchandise. If shipping tickets are being posted to General Ledger, this date will select the G/L period for posting. Otherwise, this date is just for information.

4. Go to the purchase order field by pressing **Alt+G** or by using the arrow keys. Enter the Purchase Order reference # in the Purchase Order Number field, and press **Enter.** This gives you the following message: "*1—Add PO Items to Bill, or Enter—Don't get items.*" Choose **1** to load all outstanding items from that purchase order onto the screen.

5. Check the item codes and quantities to make sure that what was shipped agrees with the information on the screen. Make any adjustments necessary and save with **F9.**

6. (Optional) If not all the items on the purchase order are on the shipping ticket, you can press **Ctrl+E** on the items that were not received. That returns them to the original P/O as non-received items. Then make another shipping ticket later from the Purchase Order. Following the above steps will bring the remaining items over to the Bill Entry screen. This can be done repeatedly, making a number of shipping tickets for one Purchase Order.

II. You can also bring items onto a shipping ticket that were on different purchase orders. Use these steps.

A. Use one of the above procedures to bring items from one of the purchase orders.

B. Go to the Purchase Order Number field and enter another P/O #. Choose the Add option to add items to the bottom of the shipping ticket.

C. Repeat step B as often as needed (or until the shipping ticket is full).

D. Save your record with **F9.**

III. You can enter a shipping ticket without ever having used the Purchase Order (O) screen. Follow these steps.

A. On a blank Bill Entry screen (B), enter the Vendor code.

B. Press **Alt+R.** The Pay Code Y,N,S field is set to **S**, indicating that this is a **S**hipping Ticket. The Invoice Date and Due Date fields are cleared and your cursor jumps to the Receive Number field.

C. Enter the Shipping Ticket Number in the Receive Number field.

D. Enter the Receive Date. This is the date you received the merchandise. If shipping tickets are being posted to General Ledger, this date will select the G/L period for posting. Otherwise, this date is just for information.

E. Enter the Inventory Item codes and quantities.

F. Save with **F9.**

The items in the Inventory (I) screen which were entered on a Shipping Ticket will show the following:

1. If you had entered a Purchase Order for these items, the quantity in the Vendor Order field will move into the Received Quantity field.

2. The Stock Quantity field will show that the items are now in stock.

3. The Received Quantity field will show the quantity of the items received.

To change a Shipping Ticket to an Accounts Payable Bill, change the Pay Code from S to a Y, N, P or leave the field blank. Enter the Vendor Invoice #, Invoice Date and Due Date. Save with **F9.**

Purchase Orders (O)

The Purchase Order (O) screen is used to create orders to be sent via email, fax, or snail mail to vendors for items you wish to purchase. On this screen you can define how you want an order shipped and where to ship it (in case you want it drop shipped).

Helps Accessed from the Purchase Orders (O) Screen

File Help (O)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

Ctrl+P—saves the currently loaded purchase order, if not already saved, and **P**rints on paper.

F5—exits lookup.

Shift+F5—closes all lookups.

F6—opens lookup. (Pressing F6 the after the Lookup has opened toggles between a list of All Vendors and Active Vendors.) Example: **F6** on the Vendor Code field displays a list of all your vendors. The Search field at the top of the F6 Lookup window allows you to search for a specific vendor.

Shift+F6—opens alternate lookup. Example: **Shift+F6** on the Vendor Name field displays a list of Purchase Orders for this vendor that are still open.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (O)

Ctrl+D—Duplicates a prior record. Simply bring up a new record with Ctrl+N; then press **Ctrl+D**. You will be asked to enter the number of the Purchase Order you want to duplicate.

Ctrl+L—**L**oads the last vendor which was loaded on the Vendor (V) screen, or the Bill Entry (B) screen.

Alt+A—loads next P/O Address from Names (N) screen, as listed in the P/O Addresses field on the vendor record of the vendor loaded on the current Purchase Order.

Alt+B—searches **B**ack for the previous order for the currently loaded vendor.

Alt+F—searches **F**orward for the next order for the currently loaded vendor.

Alt+N—loads the **N**ext vendor or the next inventory item, in alphabetical code order.

The location of the cursor determines the operation. If it is on an item line, the next item is loaded; otherwise the next vendor is loaded.

Alt+P—loads the **P**revious vendor or inventory item, in alphabetical code order.

The location of the cursor determines the operation. If it is on an item line, the previous item is loaded; otherwise the previous vendor is loaded.

Alt+G—**G**ets next Item # from the Item# & Vendor fields in the top right corner of the Inventory (I) screen. The cursor must be on the line with that item.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (O)

Ctrl+A—**A**dds a blank line at the cursor, pushing down any lines that are below. This only works in repeating fields.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line where the cursor is and moves up any lines that are below. This only works in the repeating fields.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home—places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Shift+Up arrow—moves the cursor to the first repeating field.

Shift+Down arrow—moves the cursor to the line just below the last line used on the purchase order. If the purchase order is blank, it places the cursor on the top line.

Tools Help (O)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this purchase order. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Ctrl+W—puts the reference # on a **W**ord Processor list. To see the list, enter OLABELS as your code on the W screen. Ctrl+W

Alt+1—takes you to the Inventory screen with the item loaded (when the cursor is on an inventory item line). This is useful for changing price or description. Pressing **F9** on the I screen returns you to the P/O Entry screen.

NOTE: If you run a screen report (such as **Alt+S**, Sales History) while you are on the I screen, **F9** will not return you to the P/O. You must reload the P/O. Anything that had not been saved on the P/O will be lost.

Another NOTE: If you changed the cost on the I screen and you want that price to take effect on the current P/O, you should reload the newly priced inventory item. One way to reload the item is to press **Alt+N** and then **Alt+P.**

Alt+R—enters a shipping ticket for the currently loaded purchase order. **Alt+R** takes you to the B screen with the Vendor code entered, an S in the Pay Code field to indicate that it is a shipping ticket, the P/O items loaded on the screen, and the cursor placed on the Receive field, ready for the shipping ticket number. **Alt+R** can be used repeatedly for orders that come in several shipments.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator

= totals or equals

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (O)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

L—**L**ists the Bill Entry #s that have items from the currently loaded Purchase Order. (Runs from the 2-29 report.)

T—lists the shipping **T**ickets that have been entered for the currently loaded purchase order. (Runs from Report 2-27.)

C—gives details about **C**ustomer orders on the item your cursor is on. Gives work order #, date, and customer.

S—shows who all has purchased this item in the past.

V—details who you have ordered this item from in the past, with the P/O #s, dates, quantities and prices.

B—gives a list of all the Bill Entry records where you purchased this item in the past.

P—prints the purchase order (same as Ctrl+P).

A—sends to **A**dobe PDF and puts the recipient's email address on the clipboard.

Links Help (O)

Alt+V Fax—If you have the modem properly configured to work with the software, you may press on this link to send the order as a fax to the vendor.

Email—Click on the email link to send this order to the vendor via email.

Alt+Z PDF—This link creates a PDF version of your order to be sent via email as an attachment. (This option is very quick and easy.)

Alt+E—Sends the items from this order, along with their quantities, to a vendors web-based order form. Since you are sending data to fill out an online form, this tool asks you to indicate how many more fields the order has on it. The extra fields will be left blank for you to deal with later. the only fields filled out should be the item code and the quantity, if you enter extra number of fields correctly. (This one can be a little more tricky.)

Purchase Order Entry # (O.0)

This is an automatically generated reference number. Enter a previously used reference number here to view a record. Or press **F7** or **F8** to view the Purchase Order files.

Vendor # (O.1)

This code references the Vendor (V) screen. Enter the vendor code as entered in the Vendor (V) screen. If the vendor has a separate address just for purchase orders, that address is found on the Names screen and brought into the purchase order from there.

Terms (O.4)

This is carried across from the Vendor (V) screen when the Vendor # is entered, but may be changed here if necessary.

When you press **F6** with your cursor in the Terms field, a window appears for entering the vendor's terms. To return to the main screen without entering or editing terms, press **F5.**

For more information on entering terms, see the section titled "Terms" on the V or B screen helps.

Job # (O.8)

This code references the Job (J) screen and applies to Job Costing. Enter the Job # this purchase order is for. A handy lookup is available for this field when your cursor is on it.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Date (O.10)

This is set to the system date, but may be changed here if necessary. This date appears on the printed purchase order.

Direct, Subcontract, Material (O.14)

This field is used for job costing purposes. It determines how the bills for this vendor are posted when a valid job number is entered.

Enter **D** to post the bills to **D**irect Quantity on the Job Detail ('D) screen as well as to the Inventory (I) screen.

Enter **S** to post the bills to **S**ubcontract on the Job Detail ('D) screen. This does not update Stock Quantity on the Inventory (I) screen.

Enter **M** to post the bills to **M**aterial on the Job Detail ('D) screen. This, also, does not update Stock Quantity on the Inventory (I) screen.

Inventory Purchase History fields are always updated.

Note that any documentation referring to the Job Costing Module does not apply to most users. It is a custom feature.

Salesperson (O.21)

This is an information field which is carried across from the Vendor (V) screen but may be changed here.

Ship Date (O.22)

Enter the date the vendor plans to ship the order.

Prices (O.23)

This field loads from the Vendor (V) screen. If there is nothing specified in the Vendor screen, it loads from the Company Setup (#) screen. You may change it here if necessary. Enter **Y** or **N** in this field to specify whether or not you want prices to carry across from the Inventory (I) screen when an Item Code is entered. If this field is left blank, the prices will automatically be carried across from the Inventory (I) screen.

Stock Order (O.25)

An **S** in this field designates this record as a **S**tock Order. It posts ordered quantities to the Stock Order field instead of the Vendor Order field in the Inventory (I) screen. Report # 1-11, INVENTORY ORDER ADVISORY, does not use the Stock Order when generating an order advisory. Stock orders are normally used for seasonal orders that take a longer time than normal to arrive.

Vendor Name (O.26)

This is carried across from the Vendor (V) screen when the Vendor # is entered, but may be changed here if desired.

You may use **Alt+A** to load an **A**ddress listed in the P/O Addresses field on the Vendor (V) screen. Pressing **Alt+A** repeatedly rotates through the P/O Addresses and the main address on the Vendor screen.

Note: P/O Addresses on the Vendor screen must be set up on the Names (N) screen.

Attention (O.27)

This is carried across from the Vendor (V) screen when the Vendor # is entered, but may be changed here if necessary.

Address (O.28)

This is carried across from the Vendor (V) screen when the Vendor # is entered, but may be changed here if necessary.

City, State and Zip Code (O.29)

This line is loaded from the Vendor screen when the Vendor code is entered. It may be changed here if necessary.

Phone # (O.30)

This is carried across from the Vendor (V) screen when the Vendor code is entered, but may be changed here if necessary.

Customer # (O.31)

This is the account number your vendor uses for you. This field is carried across from the Vendor (V) screen when you enter the Vendor code.

Requester (O.32)

This is an informational field. This is the name of the person who made the purchase order. It will appear on the printed purchase order.

Ship VIA (O.33)

This is an informational field telling how the order is to be shipped (ground, 1st day, etc.). It will appear on the printed purchase order.

Freight on Board Point (O.34)

The Freight on Board point, or the location this item is being shipped from, may be entered here. It will appear on the printed purchase order.

Taxable/Exempt (O.35)

This is an informational field carried across from the Vendor (V) screen which may be changed here. Enter **T** if this order will be **T**axable or **E** if it will be tax-**E**xempt. This field will appear on the printed purchase order.

Special Instructions # 1 (O.36)

This field loads from the first line of P/O Instructions on the Vendor (V) screen, but may be changed here. Enter any information you want printed on the order.

Special Instructions # 2 (O.37)

This field loads from the second line of P/O Instructions on the Vendor (V) screen, but may be changed here. Enter any information you want printed on the order.

Special Instructions # 3 (O.38)

This is an additional line for special instructions. Enter any information you want printed on the order.

Special Instructions # 4 (O.39)

This is an additional line for special instructions. Enter any information you want printed on the order.

Ship Date (O.57)

Enter the date the vendor plans to ship this item.

Ship To Screen Code (O.1014)

This field is used for the screen code prefix. Since the Ship To address may come from the Customer, Vendor, Employee, Job or Name screens; you may enter C, V, E, J, or N here to indicate which screen you are pulling the address from. Then, in the next field, you will have opportunity to enter the code of the person you want this shipped to.

You also have the option of skipping this field entirely and entering both the screen code and the individuals code in the next (Ship To) field.

Ship To (O.1016)

If you want this order drop shipped to some other address rather than your own, you can specify this by entering the code in this field. You may enter a code from the Customer, Employee, Job, Name or Vendor screen. Type one of these letters, C, E, J, N or V to specify which screen followed by the record code that you want to use.

For example, if you want the order shipped to a Customer with the code BRUBA0, enter CBRUBA0. An **F6** Lookup is available on this field to help you find the correct customer code.

Our Item # (O)

Enter your Inventory code for the item you wish to order. Item, Description, Manufacturer's Item #, P/O Message, Cost, Unit, #/Cs, and G/L # will be loaded.

Press **F6** to search for item codes. If the item you want is not available, it is probably not yet entered into the Inventory Items (I) screen. To set up the new item without losing your place on the Purchase Order screen:

1. Press **Alt+A.**

2. You will be taken to the Inventory screen where you should enter the description, G/L code, and whatever other information that you want to enter.

3. Press **F9** to save the record. Y

4. You will be taken back to the Order screen, the information will be entered on the Order for you and you can enter Quantity.

If you don't wish to set up a new item on the Inventory screen, but you do wish to enter an item that is not listed, simply enter the item code followed by a period. This is usually only recommended for comments or remarks, not for actually items you wish to purchase.

Quantity (O)

Enter the quantity you wish to order. If you have a quantity entered in #/Cs, enter the number of cases you wish to order.

Price (O)

Enter the price you have to pay for this item. Notice that when there is a quantity in #/Cs, the price is based on case.

Amount (O)

The amount is automatically calculated from the quantity and price, but may be edited.

G/L # (O)

The G/L # is the account number for the amount on this line. When an Item # is entered, the G/L # is automatically entered as follows:

1. When there is no Job #, the account number on the Inventory (I) screen plus the A/P G/L Adder from the Company Setup (#) screen is added together to get the account number. If the resulting account number is zero, or if there is no G/L # on the Inventory (I) screen, then the Default Purchase Account # is used. If the number on the Inventory (I) screen is greater than the Purchase End Account # on the Company Setup (#) screen, then the G/L number from the Inventory (I) screen is used.

2. When there is a Job # entered and there is an **S** in the M)aterial, D)irect, **S**)ubcontract field on the Bill Entry (B) screen, the Default Purchase Account # from the Company Setup (#) screen is used unless there is a number in the Subcontract Adder on the Company Setup (#) screen; then that number plus the number on the Inventory (I) screen plus the A/P G/L Adder is used.

Job #s are a part of the *ABC JOB COSTING MODULE*.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Received Flag (O)

A field has been set aside in ABC's Version 13 software to indicate whether or not an item has been received yet. Once any item has been received on the Bills screen, a Y shows in the Received Flag field here.

#/Case (O)

This is the number of items per case, when an item is bought by the case but sold individually. This number should have already been entered on the Inventory (I) screen, but it may be changed here. If you do change the number per case here, the stock quantities posted to the Inventory screen for this item will be calculated as the number of cases times the number of items per case, as you entered it in this Order.

Price Update Code (O)

The update code determines how prices for this item will be updated by Report # 2-10, INVENTORY PRICE UPDATE. Alternatively, you can select certain features of bill entry and not use this line in calculating discounts.

The update code is found on the Company Setup (#), Inventory (I), Bill Entry (B) and Purchase Order (O) screens. It is automatically set on the Bill Entry and Purchase Order screens from the Inventory screen. If there is none on the Inventory screen, it comes from the Company Setup (#) screen. It may be changed manually.

Here are some possible entries:

A—**A**lways update the cost and the list price.
B—Update the cost if it increased.
D—Always update the cost.
I—Always update the cost. Update the list price if it increased.
L—Update the cost if it increased. Update the list if it increased.
N—**N**o price update.
F—**F**reight or other adjustment items (sales tax & discount).
G—**G**/L distributions. See section titled "G/L Distributions" below.
O—**O**mit purchase order posting. (Don't post this item to purchase order.)
P—Bring up List price instead of Cost when entering item on Bill.
S—**S**kip Quantity & Price and go to Amount.
Q—Stock **Q**uantity and pricing are not changed by Unit when purchasing. This is generally used when a number followed by # is used in Unit. (Q must be the LAST letter used in the Update Code field.)
Z—Show **Z**ero amount on Report # 1-7, INVENTORY VALUE. (Normally, this report ignores zero purchases. A **Z** forces the zero value to appear.)
**$**—Do not apply cash discount to this item. Use this with items that are not discounted, such as sales tax and freight. This code may be combined with another function; example: F$.

Class (O)

JOB COSTING MODULE—This is the class from the Job Class ('J) screen that this line will post to on the Job Detail ('D) screen. When an item # is entered, the Job Class is brought across from the Inventory (I) screen, but may be changed here.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Description (O)

This is loaded from Buy Description on the Inventory (I) screen, when you enter the Item #. If nothing is entered in Buy Description, it uses the standard description.

You may also type in your own description here, if you like. In the event of an entry that is longer than the standard field, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Number of Labels (O)

Enter the number of labels you want printed for this inventory item. Report # 2-25, P.O. INVENTORY LABELS, prints labels with the Item #, Inventory Description, P/O #, and Job # on a 3 1/2" x 15/16" label.

Message (O)

This is loaded from P/O Message on the Inventory (I) screen when you enter the Item # but may be changed here.

If you choose to enter your own message here, and it is longer than the standard field size, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety

Your Item # (O)

This is the Vendor's Item #. This field loads from the Item # and Vendor fields 1, 2, 3 on the Inventory (I) screen when you enter the Item #. **Alt+G** loads whatever is on the second line. Press **Alt+G** again to load the third line. (If there is nothing on lines 2 or 3, pressing **Alt+G** the second time reloads the first line.)

After a Purchase Order has been received and a Bill has been entered for it on the B screen, Quantity Received is displayed at the bottom of the screen when the cursor is moved to this field.

Unit (O)

This field loads from the Inventory screen but may be changed here.

Check Writing (/)

The check writing screen is used to print checks for bills that are due. There are two main windows within the Check Writing function. The first window is displayed when you click on Purchases and then Check Writing (Write Checks) or press F10 and then /. This window is basically the Check Writing control panel. From the choices there, you can enter the bill viewing window to view and select bills for payment.

Helps Accessed From the Check Writing (/) Screen

File Help (/)

F5—exits lookup.

F10—goes to the Selection Screen.

Esc—exits one level.

Alt+F4—exits ABC.

Tools Help (/)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G**, a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Choose Option 1, 2, 3, 4 (/.1011)

The software automatically inserts the number of the option you are most likely to use. If, in fact, it is the option you want, press **Enter** to select it. Otherwise, type the number you want.

Here is an explanation of the four options:

Option 1—Create List of Bills to Pay

If you choose option 1, the program generates a list of vendors with the amount owed to each vendor.

Total amount owed for all bills from all vendors is displayed at the top of the screen.

Amounts are divided between 2 columns—Future Column and Due Column—depending on the Pay-to-Date you chose.

The Future Column lists all open amounts that have Due Dates and Discount Dates after the Pay-to-Date.

The Due Column lists all open amounts that have Due Dates or Discount Dates on or before the Pay-to-Date.

The Disc Column lists the Discounts that are earned if a bill is paid using the current Check Date. A discount is earned if the Check Date is on or before the Discount Claim Date.

To view the individual bills from all vendors, press **Alt+T** when the cursor is on the top line, TOTAL TO BE PAID. To view one vendor's individual bills, press **Alt+T** when the cursor is on their line. Pressing **Alt+T** the second time gives further detail on bills that have been set up to be paid by serial number. Pressing **Alt+T** a third time or click on detail will return to original.

For information on payments by serial number setup, see help titled "Paying Bills by Serial Number."

If you press ***** on the TOTAL TO BE PAID line, all open bills will be selected for payment, whether they are due or not. (Even those with an N in Pay Code.) If you type a * on a line that has a vendor's name, all open bills for that vendor will be selected for payment. If you type a * on a line that has a bill with separate serial # items, all the serial # items on that bill will be selected for payment.

A **+** sign works the same as a *, except that it only selects open bills that have a Due Date or a Discount Date that is on or prior to the Pay-to-date. In other words, the + sign selects bills that are due or bills that need to be paid by a certain date in order to get a discount. (Bills with an N in the Pay Code will not be selected.)

A **/** clears bills from the Payment list. If you type a / on the TOTAL TO BE PAID line, you get a message, "*Are All Bills to Be Cleared?*" Press **Y** if that is what you want to do. To clear a specific vendor's bills, press **/** on the line with the vendor's name. To clear a single bill or item, press **/** on the bill or item line.

To make a partial payment on a bill, type the amount you want to pay in the Payment column.

You can take a discount on an invoice by typing an amount in the DisTaken column.

When you are done with option 2, having selected what payments are to be made, use **Esc** or **F5** to return to the Choose Option field.

NOTE: If you change a bill entry, or if you change any of the dates on the Check Writing (/) screen after Option 1 was chosen, you must choose Option 1 again to update the information on the Check Writing screen.

Option 2—View\Edit Previous Selections

If you have selected bills for payment with Option 1, but you closed out Check Writing without printing checks; the software will default to Option 2 when you return to Check Writing. This allows you to review the choices you had made and make any changes you wish before printing checks.
If you do not wish to review your choices, simply overwrite the 2 in the Option field with a 3.

Reminder: If you change a bill entry, or if you change any of the dates on the Check Writing (/) screen after Option 1 was chosen, you must choose Option 1 again to update the information on the Check Writing screen.

Option 3—Generate Checks

After you press **F5** to get out of the Check Writing Selection window, the program defaults to Option 3. Press **Enter** on this option if you are ready to print checks. A message appears, *"Do you have checks in the printer, and are you ready to print?"* Press **Y** for **Y**es. After one check is printed, there is a message, "***Q**uit print job, Print **1** more, or press **Enter** to print all?*"

If you press **Q,** the program will **Q**uit printing checks. It will not delete the remaining selection of bills. To print the rest of the checks, choose option 3 again.

If you press **1,** one more check will be printed; then you will be asked for further confirmation.

If you press **Enter,** the rest of the checks will be printed without further questions.

When check printing is completes, the total amount of all the checks printed is displayed.

Note: No "." check# will print, whether an "E" check, a $0 check (which was already skipped before), or a single check generated by entering a Starting Check# with a "." (which was printed before). These checks can still be printed from the ledger with Ctrl+P.

Option 4—Print reports for checks with full stubs

When a check is used to pay bills or serial number items, those bills or items are listed on the check stub. There is room on the stub to print about 35 bills or items. If there are more bills or items paid with one check than what fit on the stub, you can use Option 4 to print a report listing the bills or items that were paid with the check. (Report # 2-36, BILL/SERIAL# INFO FROM CHECKS, can also be used to print this information.)

When you choose options 1 or 2, you are taken into the Check Writing Selection window to view the purchases pending payments.

Check Writing Selection Window

Selection options:

*****—To select open bills for payment, due or not

+—To select open bills for payment, if they are due

/—To clear bills from the payment list

If you click on the *, + or / on the top line, TOTAL TO BE PAID, it will apply to all of the bills on the list. If you click on *, + or / when your cursor is on a line that has a vendor's name, it will apply to all the bills listed for that vendor.

Display options:

Alt+M—**M**arks the beginning of a list to print.

Ctrl+P—**P**rints a list of open accounts.

Alt+T—shows the next level of A/P de**T**ail.

Shift+Up arrow—places the cursor on the top line of the screen.

Shift+Down arrow—places the cursor on or below the last line.

Starting Check # (/.1013)

This number is preset, as explained below, but must be checked to make sure it matches with the actual number of the first check in the printer. Checks will be numbered sequentially, starting with the number you enter here.

If there is a ledger specified in the Payroll & A/P Ledger # field on the Company Setup (#) screen, both the Accounts Payable and Payroll are paid from this checkbook or ledger. Therefore, the check numbers for paying the bills may not always be sequential, since payroll checks may have been printed since the last time you printed checks to vendors.
If no ledger is specified on the Company Setup (#) screen, the payroll checks are numbered and printed independently of the Accounts Payable checks.

Discount Claim Date (/.1076)

The Discount Claim Date is set to the Check Date by default. It determines when to calculate a discount when paying a vendor's bills.

Check Date (/.1077)

Enter the date to be printed on the checks. By default, this date is today's date.

Pay-to Date (/.1078)

This is the date the program goes by to select which bills are to be paid. A bill is shown in the Due Now column based on the discount date or the due date of that bill. By default, the Pay-to-Date is entered as today's date. However, you are free to change it to a different date. For instance, if you are going on vacation and want to pay all the bills that would come due within the next 10 days, enter that future date here instead.

A few pointers here will give you an idea of how the program determines whether a bill has come due or not by a certain date.

- Bills with **Y, E,** or nothing in Pay Code will be selected if the next discount or due date is on or before the pay-to date.

- Bills with **P** in Pay Code will be selected to be paid whether they are due or not.

- Bills with **N** in Pay Code will **N**ever be selected for payment, even if they are due.

Ledger Number (/.1084)

This field may be set by default from the Company Setup (#) screen. The default ledger for this is typically Ledger 3.

Enter a number from 3 to 7 to indicate which checking account to use. This refers to the bank accounts which are set up in the Company Setup (#) screen. If the one you specify is not set up, an error message will appear.

The account name is displayed and the Starting Check # is set to the next available number in the specified account. If a ledger number is specified in the Payroll & A/P Ledger # field on the Company Setup (#) screen, the program will check which next available number is the highest—the Paycheck Entry (P) screen or the Ledger (L) screen. The program will set the next available check number according to this. If a Payroll & A/P Ledger # is not specified, the program will use the next available number on the Ledger (L) screen.

Applying a Previously Paid Check to a Bill

Sometimes a check is printed before the bill was entered. Follow these steps to apply the check to the bill.

1. On the Check Writing (/) screen, enter the check # that you want to apply to the bill in the Starting Check # field.

2. Press **Y** when the message comes up saying that the check # is already used and asking if you want to apply it to bills.

3. Choose Option 1 which takes you to the screen listing all open bills.

4. Press **Alt+T** to display the individual bills.

5. Select the desired bill by placing the cursor on the same line as the bill and pressing *. (If the check is a partial payment of the bill, type the check amount in the Payment column on the same line as the bill and press **Enter.**)

NOTE: If the bill has been set up to be paid by Serial # and the check is a partial payment of the bill, you need to enter the check amount on one or more of the lines which display the individual items on the bill.

6. Press **F5** to return to the screen with the Options listed.

7. Choose Option 3, and press **Enter.**

8. Press **Y** when the question "*Will apply check # xxxx to selected bills. Okay?*" appears. NOTE: No check will be printed.

The check is applied to the bill, making sure that the G/L #s on the check match the G/L #s on the bill. If the G/L #s were different, it changes the check G/L #s. If the check had a remark entered on it, the remark on the first line is preserved, and the other remarks are cleared.

NOTE: A check can be applied to a number of bills from the same vendor. The total applied to bills must agree with the check total.

Using the Check Writing Screen (/)

Here's how to use the Check Writing (/) screen.

1. Click on the Purchases module; then click on Write Checks (or press **F10**; **/**) to choose the Check Writing screen.

2. Choose the ledger you want to use for printing checks. Either press **Enter** to accept the default ledger or type the correct ledger # and press **Enter.** (The Default Ledger, selected on the Company Setup (#) screen, is the Ledger that is displayed automatically.)

3. Make sure that the Starting Check # agrees with the check in your printer. If it is, press **Enter** or correct the number and press **Enter.** (You will obviously not be able to use a check # for a check that has already printed.)

4. Press **Enter** to accept the Check Date, or type in the date you want to appear on the checks.

5. Enter the Pay-to date if different from the check date. This date determines whether bills are due or not. A bill is due if it has Y or P or nothing in Pay Code and if the Discount Date or Due Date on the Bill is on or before the Pay-to date. (Bills marked with P in Pay Code are paid whether due or not. Bills marked with N in Pay Code are not paid unless specifically chosen for payment. Bills with Y or nothing in Pay Code are paid if due.)

6. The Discount Claim Date is set to the Check Date, but may be changed here. It determines when to calculate a discount when paying a vendor's bills.

7. After the dates are set, choose Option 1 to create a list of open bills.

8. All vendors with open bills are listed. Use **Alt+T** once, to display the separate bills open for a vendor. Use **Alt+T** the second time, to display any serial # items on bills that have been set up to pay by serial #.

9. Select all due bills by pressing + on the top line. Select all due bills for a vendor by pressing + on the line with the vendor's name. Select all the serial # items on a bill that is due by pressing + on the line with the bill #. Use * to select all open bills. Bills can also be selected individually by typing the amount to be paid in the Payment column.

10. Exit the bill list by using **F5.**

11. Choose Option 3 to print checks.

Printing A List of Bills Selected for Payment

On the Check Writing (/) screen, after bills have been selected for payment, you can list just the selected bills by pressing **Alt+L.** To print the list, press **Ctrl+P.** Then press **P** for the default printer or type the printer number.

For more print options, check instructions for printing reports from the report generator.

Printing Checks (/)

Make sure the printer is ready before pressing Y in response to the question, *"Are you ready to print checks?"*.

Position the first check the same way that invoices and statements are positioned.

Selected bills are paid in alphabetical order, based on Vendor Code. Checks will be numbered sequentially, beginning with the Starting Check #, and will be saved in the ledger indicated by the Ledger #. The bank balance will be updated, as well as Payment Date and Check Number on each invoice being paid.

The Discount Amount on an invoice will be taken if the Discount Date on that invoice is on or after the Discount Claim Date on the Check Writing screen.

Invoice numbers, amounts, and serial # items will be printed on the check stubs. If there are too many to fit on a stub, the message, "Plus other invoices not shown" is printed.

Checks with amounts that are negative will be skipped. A check with a zero amount will be processed and an adjustment to G/L will be entered with a decimal (.) reference number after the last previously processed check. This way bills and credits that are equal can then be entered into the General Ledger.

After printing the first check, you will be asked, *"(Q)uit, (1) Print one more, or (Enter) print the rest?"*

Press **Q** to **Q**uit printing checks. Your remaining selections will not be deleted, so that you can resume without reselecting. This is explained under *"How to Resume A/P Check Writing After Quitting."*

Press **1** to print one more check. The above message will display again until all checks are printed.

Press **Enter** to print the rest of the checks without being asking any more questions.

When check printing is completed, the total of all checks printed will be displayed.

How to Resume Check Writing after Quitting (/)

If you pressed Q to quit printing checks, you can resume printing checks without reselecting the remaining invoices you had chosen to pay. To do this, use the following steps:

1. Press **F10** and then forward slash (/).

2. Move your cursor to the Choose Option field.

3. Choose option 3.

4. The program asks if you are ready to print checks.

5. When you press **Y,** check printing continues.

Voiding an Accounts Payable Check (/)

If an Accounts Payable check has been printed incorrectly, follow these steps to void it and print a new one:

1. Go to the Ledger Selection (-) screen and select the appropriate ledger.

2. In the Check # field, enter the number of the check to void. MAKE SURE the check that appears is the one you wish to void.

3. Press **Alt+V** to void it, and Y to confirm your action. This reopens the affected bills. You may void more than one check if you need to.

To rerun a check, go to the Check Writing (/) screen and reselect the invoices to pay.

1099 Form Editing ('V)

This screen is used for changing any incorrect information on a 1099 before it is printed. This is done after the 1099 screen has been generated with Report # 4-11, VENDOR CHECK DETAIL, and after Report # 4-7, VENDOR 1099 LIST, has been printed and examined for mistakes.

Any mistakes can be corrected by typing the correct information directly into the fields on this screen.

To view the various 1099s, use **F7** or **F8**.

You can also use this screen to prepare 1099s independently of the information tracked and stored by the program. To do this, simply enter the correct information and then use Report # 4-8, VENDOR 1099 FORMS, to print it out by reference number. To change Payer information, go to the # screen.

Helps Accessed From the Vendor 1099 Forms Entry ('V) Screen

File Help ('V)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Tools Help ('V)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this 1099 data. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reference Number ('V.0)

Reference codes are automatically and sequentially assigned to each 1099 that is generated. Enter the reference number of the 1099 that you wish to view or correct.

Date ('V.4)

The last day of the year is set as the default date, unless Report # 4-11, VENDOR CHECK DETAIL, was run for current year data. In that case, the date of the report is used. You can change the date if necessary.

Code ('V.10)

Enter the code of the vendor if you are making a new 1099 or changing an existing one.

The other fields on this screen will load automatically if the information was entered previously on the Vendor screen.

Miscellaneous ('V.11)

Enter the amount paid to this vendor which fits the Miscellaneous category, which is Non-employee Compensation, such as carpentry (building repairs or construction), commissions for non-employees, or vehicle and equipment repairs. A 1099 is required only if the total for the year exceeds $600.00.

Rent ('V.12)

Enter the amount of rent paid to this vendor for the year. A 1099 is needed only if the rent payments exceed $600.00 for the year.

Interest ('V.13)

Enter the amount of interest paid to this vendor for the year. If the vendor is in the business of lending money, a 1099 is required if the total amount is over $10.00. If the vendor is not in the business of lending money, a 1099 is required if the total amount is over $600.00.

Royalties ('V.14)

Enter the total amount paid to this vendor in royalties for the year. A 1099 must be filed if it exceeds $10.00.

This field may be used for some special cases such as W-2 wages paid by a qualifying church organization. This requires special programming.

City ('V.97)

Enter the name of the city.

Vendor Name ('V.151)

Enter the name of the vendor if it was not set up on the Vendor screen.

Vendor Address ('V.153)

Enter the vendor's street address if it was not entered on the Vendor screen.

Telephone Number ('V.157)

If the telephone number was entered on the Vendor screen, it automatically displays here. If this field is blank, what you enter here updates the Vendor screen.

Employer Identification Number ('V.161)

Enter the employer identification number here if it was not entered on the Vendor screen. (This updates the Vendor screen.)

Social Security Number ('V.162)

Enter the Social Security number of the Vendor if they do not have an employer identification number. (This updates the Vendor screen.)

If this number was entered on the Vendor screen, it enters here automatically.

1099s—Generating ('V)

The Internal Revenue Service requires that any tax payer who in the course of trade or business pays another tax payer over a specified amount (usually $10 or $600) for expenses such as rent, interest, and non-employee compensation must issue the recipient a Form 1099 at the end of the year and submit a copy to the Internal Revenue Service by February 28 of the following year. Payments made to corporations are exempt from this requirement. Following is a list of some common expenses which require Form 1099s if the recipient is not incorporated. This list is not exhaustive; it is merely a list of several common expenses.

Type of Expense	1099 Required If Over	Type of 1099 Required
Interest (not in the business of lending money)	$600.00	1099-INT
Interest (in the business of lending money)	$10.00	1099-INT
**Non-employee Compensation	$600.00	1099-MISC

Royalties	$10.00	1099-MISC
Rents	$600.00	1099-MISC

**Examples of non-employee compensation:

- carpentry (building repairs or construction)
- commissions (for non-employees only)
- vehicle & equipment repairs

The ABC Accounting General Ledger is capable of taking the information on record and preparing Forms 1099-INT and 1099-MISC when they are required for the expenses listed above. It prepares the Form 1099-INT for payments over $600. It does not print the $10 and up 1099-INTs required to be filed by banks. Continue reading the following information under 1099s—Required Entries.

1099s—Required Entries ('V)

A. On the General Ledger (G) Screen

The 1099 Field (G.4) must have a number filled in to indicate that a Form 1099 is required for payments totaling more than a specified amount ($600 in most cases but $10 for royalties paid and interest paid by a bank or anyone in the business of lending money). At the end of the year, the program has the capability to prepare 1099s for those vendors to whom you are required to furnish Form 1099s. Entering a number in this field specifies the type of 1099 required.

11 Miscellaneous Expenses (1099 MISC)

12 Rent Expenses (1099 MISC)

13 Interest Expenses (1099 INT)

14 Royalty Expenses (1099 MISC)

15 Attorney Expenses (1099 MISC)

Note that even though several of these types of expenses are reported on Form 1099 MISC, they need to be kept separate because the amounts are reported on different blocks on the form.

For example, if Equipment Rentals is account # 874, entering a 12 in the 1099 field on the General Ledger Accounts screen (G) for account # 874 will accumulate the amounts paid to all vendors who were paid equipment rentals, assuming those expenses were entered into account number 874. The program can then prepare the proper Form 1099s for any vendor who received over $600 in rentals or $600 as a combination of rentals and other expenses subject to the requirements for filing 1099s.

B. On the Company Setup (#) Screen

The business name, address, and employer identification number need to be set up on the Company Setup (#) screen.

C. On the Vendor (V) Screen

The vendor's name, address, and Social Security or Employer Identification Number must be set up on the Vendor (V) screen.

The Vendor screen also has a field which can be used to bypass the printing of 1099s. This is the N)o 1099, I)nc. field on the Vendor (V) screen. Entering an **I** for **I**ncorporated or an **N** for **N**o in the N)o 1099 I)nc. field will bypass the printing of a 1099 for the vendor on whose Vendor screen either of these entries has been made. This option is used if a vendor is incorporated or sells materials rather than services. In these cases, no 1099 is required.

1099s—Preparing and Printing the Forms ('V)

1. Be sure all data listed in "1099s—Required Entries" is entered correctly.

2. Print out Report # 4-11, VENDOR CHECK DETAIL.

    a. You will be asked whether you want to *"Generate the 1099 File (Y)."* Answer **Y** for **Y**es.

    b. Specify 12/31/xx for the date.

    c. Unless you want to print reams of check detail for the year, press **S** to print the report to the **S**creen.

d. Press **Enter** till you get back to the report screen so that all data is properly posted.

e. When this report has been completed, the data has been accumulated for the 1099s.

3. The next report to print is Report # 4-7, VENDOR 1099 LIST.

4. Examine carefully the list of 1099s on the report.

5. If there are any mistakes, correct them by entering the 'v screen and typing in the correct information. The information for the various 1099s is accessed by using the **F7** and **F8** keys.

To print the Form 1099s, use Report # 4-8, VENDOR 1099 FORMS. You will need to experiment a bit to line up the 1099s in the printer to have them print on the correct line. Placing the left edge of the 1099 on the left edge of the printer carriage and the top of the sheet about even with the top of the printer head is a good place to begin with a dot matrix printer. This program prepares both continuous 1099s and single page 1099s.

Purchases Reports (2)

For help with a specific report, type that report number and press **F1**. Or press **F1** while in the Report Generator.

The ABC Accounting software provides you with numerous reports in every module. Once you select a specific report, you are taken into the report generator. Here you can run the default report or make specific choices about which records you want to view, which dates you want included, an how you wish to view the report.

Overview of Options Given in the Report Generator

STARTING AT—Usually the first record from the file is entered here as a default record code. Press Enter if it is the one you want. If you wish to start the report from a different record code, enter that one. You may use **F6** to search for the code you want to use.

ENDING WITH—This is usually the last record in the file you are printing from. Press **Enter** to print to the end, or enter the code of the last record you want printed. Press **Alt+S** if you want the same code in the Ending With field as is in the Starting At field. Again, **F6** may be used to search for a record code.

Depending on which report you are running, there may be several links just below the Ending With field that allow you to specify which records you want to print this report for. For instance, if you want to only view records from today, click on the **Today** link. Most these links should be self-explanatory.

OUTPUT—Choose a print option. These options are discussed below.

- MY PRINTER—Click on the link of press **M** to print this report on your own printer rather than the default printer.

- PRINTER—Click on the link or press **P** and the report is sent to the default printer for reports.

- BROWSER—Click on the link or press **B** to send this report to a browser window where you can view it without printing it out.

- ADOBE PDF—Click on the link or press **A** to print this with the Adobe PDF tool. This creates a pdf file with the information and opens the file for you to view. This kind of file makes the report easy to email.

- TAB DELIMITED—Click on the link or press T to create a Tab Delimited file saved as a .tsv file to your computer. If you have not opened .tsv files with Excel before, you will need to right click on the file and choose to "Open" with Excel.

- XPORT (Export) —Click on the link or press X to save this report as a file on your hard drive. If you will be viewing this report in Excel, save as a .csv file. If viewing in Notepad, save as a .txt file.

Helps Accessed From the Purchases Reports (2) Screen

Vendor List (Report # 2-1)

This prints vendor codes and names in a 2-column format.

Vendor Address List (Report # 2-2)

This prints vendor codes, names, and addresses, using one line for each vendor.

Vendor Payment Setup List (Report # 2-3)

This is a report of payment information by vendor. It lists the vendor Code, Name, Purchaser Acct #, Salesperson & Phone #, Net Days, Discount Days, Discount % and Auto Pay (Y, N, or P).

Vendor Phone and Fax Directory (Report # 2-4)

This prints vendor codes, names, telephone numbers, and fax numbers.

Vendor Purchase Amounts (Report # 2-5)

This is a report showing purchase and discount amounts for each vendor for which there was activity. It lists the Vendor Code and Name, Last Transaction date, and the Purchase and Discount amounts for the Current period, the Prior Month, and the Total Year-to-date.

This information comes from two places: the B screen where bills have been entered for the Vendor and the L screen where checks have been written for the Vendor.

This report uses a condensed print option.

Vendor Open Invoices (Report # 2-6)

This lists open invoices for each vendor. It gives the Vendor Code & Name, Reference #, Invoice Date, Control Date, Vendor's Invoice #, Invoice Amount, Amount Paid, Balance, Job #, and Pay Code. At the end of the report you'll find the report total and the total to be paid (amount due).

You will have the following options: (1) Include Payment Detail, (2) Include Terms Detail, (3) No Payment or Terms Detail, (Enter) Include Both Payment and Terms Detail, or (4) One-Line Terms. This last option is a one-line format that shows Due Date, Discount Date, and Discount Amount from the first line of terms on each bill. It does not show the Bill Amount or Amount Paid, only the Balance.

Vendor Balance Correction

Report # 2-6 provides a hidden option to correct balances on the Vendor screen. When you are prompted for the detail option (1/2/3/4), press **B**. You can then select a Vendor range as usual. After verification, Vendor balances will be adjusted, if needed, to match the total of open invoices as it would normally calculate on this report. It will also clear the balance on any Vendor (in selected range) that has no open invoice.

NOTICE: This option should not be needed under normal circumstances. Use it only under the direction of your ABC consultant.

Vendor Paid Invoices (Report # 2-7)

This lists paid invoices for each vendor. It gives the Vendor Code & Name, Reference #, Invoice Date, Control Date, Vendor's Invoice #, Invoice Amount, Job #, and Pay Code. There is a total for each vendor and a report total.

You will have the following options: (1) Include Payment Detail, (2) Include Terms Detail, (3) No Payment or Terms Detail, or (Enter) Include Both Payment and Terms Detail.

Vendor Address Labels (Report # 2-8)

This prints vendor addresses on 1" x 3.5" labels. You may sort this report by zip code and select vendors by entering a Print Code, and/or an Activity date. Entering an Activity Date means that only vendors you have done business with since that date will be listed. You may also print a message which prints on the top line of the label.

Be sure to use 8 digits and two forward slashes for the Activity Date. For example: 08/08/1997.

Vendor Purchase Orders (Report # 2-9)

This lists each vendor's purchase orders with a total for each vendor, and a report total at the end.

It details the Vendor Code and Name, the Order #, Order Date, Total Amount, Number of times Back Ordered, Taxable or Exempt, Job #, Subcontract, Direct, FOB (Freight on Board) Point, and Ship Via.

Inventory Price Update (Report # 2-10)

This is more than just a report. It actually updates inventory prices, based on bills.

Any bills that have been entered or changed since the last time this report was printed will automatically be processed sequentially. There is no need to enter a Starting At or Ending With number. Only the items that have changed are printed.

It lists the Item Code & Description, Unit, Multiplier, # per Case, Quantity, Update Code, Order Price, Bill Price, Old Cost, New Cost + Freight, % of Change, Old List price, New List price and Markup %.

The report may change any of the following four fields on the Inventory (I) screen: List Price, Date List Changed,

The Pricing Code on the bill determines whether an item is updated. When a bill is entered, this code is set from the Inventory (I) screen or from the Company Setup (#) screen, but could be changed on the bill itself. The pricing code may be any of the following:

N—**N**o price update.

B—Update the cost if it increased.

L—Update the cost if it increased. Update the list price if it increased.

S—**S**kip.

D—Always update the cost.

A—**A**lways update the cost and the list price.

I—Always update the cost. Update the list price if it increased.

Any other letters will be treated like N by this report.

The cost is taken from the price on the bill and is increased by Cost Increase % on the Company Setup (#) screen.

List Price is based on the inventory Multiplier. If the Multiplier is not specified, the List Price will not be updated.

List Price is set to Cost divided by Multiplier, multiplied by 100, multiplied by the Unit quantity. For example, if the cost is 1.50, and the multiplier is 60, and the unit is 12, then the list price per dozen would by 30.00 (1.50 divided by 60% times 12).

If the cost is updated, Date Cost Changed is set to the Control Date from the bill. If the list price is updated, Date List Changed is set to the Control Date.

Payables By G/L # (Report # 2-11)

This is a sorted report from the Bill Entry (B) screen which shows open accounts payable by G/L account number as of the Report Date. When posting, the Report Date selects the ending date of the General Ledger period. If you are on the accrual system, this should be posted to the General Ledger at the end of each accounting period. There is also an option to print all bills (open and closed) for the period, and an option to sort by Vendor.

This report lists G/L # and Name, Bill Reference #, Control Date, Vendor Code & Name, Job# & Mat/Dir/Sub, and Amount. Shipping tickets are included if Shipping Tickets G/L # is filled in on the Company Setup (#) screen.

The report gives totals for each G/L #, and a grand total with the A/P Account #. It also totals floor plan bills.

Posting Accounts Payable to General Ledger (Report # 2-11)

Before posting accounts payable to general ledger, the following account numbers must be set up on the Company Setup (#) screen: Accounts Payable and Floor Plan. The Shipping Tickets account number must be filled in if you want to include shipping tickets, or left blank to exclude them.

Posting accounts payable creates two entries in the Computer Entries ledger. The first entry, dated the end of the report month, posts the totals of all open accounts payable. The second entry, dated the first of the following month, reverses the first entry. Both entries use Accounts Payable for the offsetting account (and Floor Plan and Shipping Tickets if applicable). As a result, each offsetting account is cleared at the beginning of the month, and reset to the ending balance at the end of the month, so the net change reflects the change in balance.

A/P Projection (Report # 2-12)

This is a report that lists open invoices for each vendor, with amounts arranged in columns by age. (0—14 days, 15—29 days, 30—44 days, and 45 or more days.) Age is determined by subtracting the invoice date from the report date. A total aging appears at the end of the report.

Other details given are the Vendor Code, Name and Address; and the Bill #, Invoice Date, Invoice #, and Balance.

The report also indicates whether it found the Accounts Payable records to be in balance. If an asterisk (*) appears to the left of a vendor balance, that particular vendor is out of balance. When this happens, there will also be an asterisk at the end of the report with the words *"OUT OF BALANCE"*, indicating that the vendor's balance does not match the total of the vendor's open invoices. If there are no asterisks on the report, the program will print *"REPORT IN BALANCE"* instead.

Vendor Shipping Tickets (Report # 2-13)

This report lists the shipping tickets which have been entered on the B screen. You can choose which vendors' shipping tickets you wish to see.

The report lists the Vendor Code and Name, the shipping ticket reference number and the date received. The order number and order date from the Purchase Order screen are displayed. Also listed is the shipping ticket amount and Job number. There are vendor totals and a report total.

Bill Detail (Report # 2-14)

The Bill Detail report lists the bills from the B screen in numerical order. You can choose which reference numbers you want to see.

The report lists the bill #, the cost of each item, the item code, description and quantity.

A/P Bill Ledger (Report # 2-15)

This is a report listing bills in numerical order.

It displays the Reference #, the Vendor Code and Name, Vendor Invoice #, Amount, Net Due date, Discount Date, Discount Amount, Check #, Pay Date, Job # and Auto Pay code.

This report offers a condensed print option.

A/P Bill Detail (Report # 2-16)

This is a report listing bills, with their line items, in numerical order.

It displays the Reference #, Vendor Code & Name, Invoice Date, Vendor Invoice #, Amount, Net Due date, Discount Date, Discount Amount, Check #, Pay Date, Job #, Auto Pay Code, Item # & Description, G/L # & Description, # per Case, Quantity, Price, Amount, and Freight & Other Adjustments.

This report offers a condensed print option.

Vendor Entry Check (Report # 2-17)

It prints each vendor's Code & Name, Address & Phone #, P/O Address, Print Code and Terms as entered in the Vendor (V) screen.

Vendor E.I.N. & FICA #s (Report # 2-18)

This prints vendor Code & Name, Street Address, EIN #, and FICA # for the vendors which have either of these numbers entered on their record on the Vendor (V) screen.

Vendor Rolodex Cards (Report # 2-19)

This report allows you to specify a certain Print Code for which you want to print rolodex cards. It prints the Vendor's Code, Name, Address, Phone #, Fax #, Account #, Salesperson, Salesperson #, and Remarks on continuous 3" x 5" rolodex cards.

Purchase Orders (Report # 2-20)

This allows you to print purchase orders. Just fill in the beginning and ending reference numbers of the orders you want printed and press **P** for **P**rint.

Open Purchase Orders by # (Report # 2-21)

This prints a list of open purchase orders sorted by Order #. A Total is given for each Purchase Order. At the end, a Report Total is given.

It lists the Order #, Date, Vendor Code, Name & Telephone #, Item Code & Description, Quantity Ordered & Received, Balance, Unit Code, Price, Amount and Shipping Date.

Purchase Orders Sorted by Item # (Report # 2-22)

This prints a list of open purchase orders sorted by Inventory Item #.

It lists the Item # & Description, P/O # & Vendor Code, Shipping Date, Quantity and Amount. At the end of the report there is a Report Total.

Purchase Orders Sorted by Date (Report # 2-23)

This prints a list of open purchase orders sorted according to the Ship Date field (not Order Date) on the Purchase Order. Notice that the Ship Date field is the one under FOB (Freight on Board) and tells when the Vendor plans to ship this order.

Only the items that have not yet been received will be printed. So if you have received half of a purchase order but not the other half yet, and you already entered the first half as received on a Bill, the received item quantities will not display on this report.

It lists the Shipping Date, P/O #, Vendor Code & Name, Item Code, Quantity, and Amount. A Report Total is given at the end.

Purchase Orders Sorted by G/L Account # (Report # 2-24)

This prints a list of open purchase orders sorted by G/L Account number.

Only the items that have not yet been received will be printed. So if you have received half of a purchase order but not the other half yet, and you already entered the first half as received on a Bill, the received item quantities will not display on this report.

It lists the G/L #, Item Code and Description, P/O #, Shipping Date, Quantity and Amount. At the end is the Report Total.

Purchase Order Inventory Labels (Report # 2-25)

This prints from the Purchase Order (O) screen the number of labels indicated for each item on 1" x 3.5" labels. This prints Item # and Description, P/O #, Job # & Name, and Location for each item.

Number of labels is determined by the Number of Labels field on the Purchase Order. See the help titled "Quantity Per Label" as found on the Inventory (I) screen helps.

A/P Inventory Labels (Report # 2-26)

This prints from the Bill Entry (B) screen the number of labels indicated for each item on 1" x 3.5" labels. This prints Item # & Description, Weight, Company Name, and Phone # for each item.

Number of labels is based on the purchase quantity on the bill and the Quantity Per Label field on the Inventory (I) screen. See the help titled "Quantity Per Label" as found on the Inventory (I) screen helps.

Shipping Tickets By P/O # (Report # 2-27)

This prints a listing of the orders in the Purchase Order (O) screen that have shipping tickets entered on the Bill Entry (B) screen. It will print the Shipping Ticket #, Vendor Code and Name, and Date Received on the line below the P/O #. Purchase Orders that do not have shipping tickets entered will simply print their P/O # on the list.

List Overdue Purchase Orders (Report # 2-28)

This report prints open purchase orders that have a ship date on or before the Report date, or no ship date at all. It prints Purchase Order #, Item # & Description, number Ordered, number Received, and Ship Date.

A/P Invoices by Purchase Order # (Report # 2-29)

This report lists the Invoices that have been made from Purchase Orders. It lists them by Purchase Order #. Displayed are the Purchase Order #, Purchase Order Date, Vendor Code & Name, Invoice #, Invoice Date, Invoice Amount & balance, amount Paid and Purchase Order Amount.

Purchase Orders on Plain Paper (Report # 2-30)

This report prints out Purchase Orders beginning with the Reference number you enter in the Starting At field and stopping at the reference number you enter in the Ending With field.

Bar Code Labels from Bills (Report # 2-32)

This report is used to print UPC Bar Code labels for items that are listed on a purchase order. The number of labels will match the quantity of items. For example, if there are 10 of one style of brooms on the purchase order, this report will print 10 identical labels for the brooms.

After choosing your printer option, you will be asked to choose a 1 inch high label by pressing **1**, a 2 inch high label by pressing **2**, or a .5 (1/2) inch high label by pressing **5**.

Bar Code Labels from Bills (Report # 2-33)

This report is used to print UPC Bar Code labels for items that are listed on a bill or shipping ticket. The number of labels will match the quantity of items. For example, if there are 10 of one style of brooms on the bill, this report will print 10 identical labels for the brooms.

Specify the bill numbers you want to print for in the Starting At and Ending With fields.

After choosing your printer option, you will be asked to choose a 1 inch high label by pressing **1**, a 2 inch high label by pressing **2**, or a .5 (1/2) inch high label by pressing **5**.

This report prints the Item Code, Description, and List Price (up to 40 characters) as well as the UPC bar code.

Bar Code Labels from Stock (Report # 2-34)

This report is used to print UPC Bar Code labels for inventory items. The number of labels will match the stock quantity. For example, if stock quantity is 5, this report will print 5 identical labels.

Use item codes in the Starting At and Ending With fields.

After choosing your printer option, you will be asked to choose a 1 inch high label by pressing **1**, a 2 inch high label by pressing **2**, or a .5 (1/2) inch high label by pressing **5**.

This report prints the Item Code, Description, and List Price (up to 40 characters) as well as the UPC bar code.

Bill/Serial # Info From Check Stubs (Report # 2-36)

This report lists the Bills and/or Serial # items that were paid with a check that did not have enough room on the check stub to list all of the Bill reference numbers and Serial # items.

The report gives the Check #, the Vendor Name, the Bill Reference #, the vendor's Invoice #, the Amount, and the Discount.

This report makes a list in the Word Processor, using the code /.

In the report generator, enter the check number as a 6-digit number.

Inventory

Inventory Items (I)

The Inventory Items (I) screen is used to store data concerning the products you have to sell. Also stored here are non-salable items, such as freight costs, tax rates, or labor codes.

A wide variety of information about the items you sell is stored here. So take some time to become familiar with such things as Discount Setup, Unit Codes, Activity Locations, Tracking Serial Numbers, and much more.

Also some exciting new features have been added in this latest version of our accounting software. Learn about the possibilities of showing pictures, blue prints, and other documentation for your inventory items.

Helps Accessed From the Inventory Items (I) Screen

File Help (I)

Ctrl+N—clears the screen so that you can enter a **N**ew record.

F5—exits lookup.

Shift+F5—closes all lookups.

F6—opens lookup.

Shift+F6—alternates lookup (used only with custom packages).

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Alt+E—**E**rase item & load the next one. (This is handy when deleting a series of items. You will be asked to verify your action. Any item with history will not be deleted.)

Load Help (I)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same information under a different code, type in the new code and press **Ctrl+D.** You will be prompted to enter the code of the record you wish to duplicate.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (I)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home— places the cursor at the beginning of the field.

End—moves the cursor to the ending of a field.

Alt+3—moves to first available Item # and Vendor field.

Tools Help (I)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G**, a message box appears telling you the address of the field your cursor is on and asking what address you want to go to. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this item. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the inventory code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type ILIST. Ctrl+W

Alt+G—**G**enerates a series of inventory codes. See section titled "Generating a Series of Inventory Codes" for more information.

Alt+K—uses the multiplier from the Inventory screen to calculate Cost from List Price. If nothing is entered in the Multiplier field on the I screen, it uses the List Price Multiplier on the Company Setup (#) screen.

Alt+L—uses the multiplier from the Inventory screen to calculate **L**ist Price from Cost. If nothing is entered in the Multiplier field on the Inventory screen, it uses the List Price Multiplier on the Company Setup (#) screen.

Alt+Q—goes to next UE, (used equipment) item.

Alt+U—uses the code that was just entered instead of the partial match suggested by the program. For example, if you enter ABC for the item code and the computer finds ABC2, you can press **Alt+U** to change the code back to ABC. Use this immediately after the item is entered for best results.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Shift+Down arrow—moves cursor to Track Serial # field, last field on screen.

Reports Help (I)

NOTE: The onscreen reports are shown in reverse. For example, **Alt+B** lists inventory purchases starting with the most recent bill and ending with the oldest bill.

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

O—Standard Screen—displays the standard Inventory Items screen view without the picture window.

M—Picture Screen—displays a picture window where you can insert one or more pictures of this item. Open the folder on your computer where this picture is stored. Drag the file to this window, and drop it there in the window. The picture opens up and is displayed here. If you want multiple pictures for this item, drag and drop each picture here. When you drop more than one picture here, you will be asked if you are overwriting the previous picture, or if you want to store multiple pictures here. Choose No if you want to store multiple pictures. When you click on the picture window, the picture is opened up in your picture viewing program along with all the other pictures you have chosen for inventory items. Each picture is named after the item code, with additional numbers appended when you have multiple pictures for one item. Notice that this M report option is the first of 2. To activate it, you will need to either click on it or press Enter when this option is highlighted with F11,M.

A—All Serial Numbers—displays all serial numbers for the currently loaded item, showing which are on hand and which are sold. (Runs from Report 1-17.)

C—Customer Order Detail—lists all customer orders that include the currently loaded item with the Order #, Date, and Item Quantity.

H—History 36 Month Quantity—shows the Sales History for an item over the past 36 months.

I—Inventory Adjustments—displays inventory adjustments that were made on the Inventory Stock Adjustments (=) screen for the currently loaded inventory item.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

L—Label—sends the information to create a label for this item to your label printer.

B—Bin Label—sends the information to create a label for a bin of these items to your label printer.

M—Material Detail—*ABC JOB COSTING MODULE*—displays Material detail from the Job Materials Entry screen for the currently loaded item. Options: **U** for **U**nbilled, **T** for Billed **T**ime & Material or **C** for Billed **C**ontract. (This runs from Report 1-22.)

N—Serial Numbers on Hand—displays serial #s on hand for currently loaded inventory item. (Uses Report 1-18.)

P—Purchase History—displays purchase history for the currently loaded item.

S—Sales History—displays inventory sales history for the currently loaded item.

T—Shipping Ticket Detail—displays receiving or shipping ticket detail for the currently loaded item. (Runs from Report 1-33.)

V—Vendor Order Detail—displays purchase and vender order detail for the currently loaded item, including who you ordered from, when you ordered, what the P/O # was, how many you ordered, how many you received, and how much it cost.

Inventory Item # (I.0)

Enter the code you will use to reference this item. Observe the following rules when creating record codes.

1. Item numbers ending with a period (.) are not allowed because they are reserved to indicate a remark on the Receivable Invoice (R) screen and the Bill Entry (B) screen.

2. Do not use a forward slash (/) in your Item code if you will be tracking serial numbers on this item.

3. Note: Item codes ending with &, $ or * should be used for setting up rebate items. (See section titled "Tracking Inventory Rebates.")

4. If a digitizer is used for entering items, item codes beginning with a one (1) may not be used. (A digitizer is a pad with an electronic pen).

Some items may have been pre-entered for your convenience, for example:

D for Discount
PA for Sales Tax (A/R)
F for Freight
PB for Prior Balance
T for Sales Tax
FC for Finance Charge

Alternate Item Numbers

You can enter or look up alternate item numbers for an inventory item by clicking the **Alternate** link after the item number. Multiple levels will work. If item A references item B which references item C, any of the 3 will show all 3 in the lookup. On a customer order or invoice, an **AltItems** link will appear on the bottom line if a selected item has alternate parts.

Picture

This link displays a large picture window for the item. You can insert pictures here or in the small window on the standard Items screen. Open the folder on your computer where this picture is stored. Drag the file to this window, and drop it there in the window. The picture opens up and is displayed here. If you want multiple pictures for this item, drag and drop each picture here. When you drop more than one picture here, you will be asked if you are overwriting the previous picture, or if you want to store multiple pictures here. Choose No if you want to store multiple pictures. When you click on the picture window, the picture is opened up in your picture viewing program along with all the other pictures you

have chosen for inventory items. Each picture is named after the item code, with additional numbers appended when you have multiple pictures for one item.

Description Field (I.1)

Type the description as it should appear on the Receivable Invoice.

If you have many inventory items to enter, you could save time by using computer generated descriptions as described below.

Computer Generated Descriptions (I)

When you are entering a new item, the program can automatically generate the description, based on the characters in the Item #. Here is a brief summary of the setup.

1. Make a default record with a quote (") plus a character for the Item #. (Like "E for a series of Eversharp Ballpoint Pens.) Enter a basic description (such as Eversharp). Enter a capital letter in the Remark field (such as B). Press **F9** to save.

2. Make another record which will link your default record to the automatically generated records. In the Item # field, place a # sign, the letter you entered in the Default record's Remark field, and further identifying letters (such as #BBP—the BP on the end standing for Ballpoint Pens.) Enter more description. (For instance, enter Ballpoint Pens in the Description field.) In the Remark field, enter a command number or symbol (like _2) from the choices given on the following pages. Press **F9**.

3. On a new record, Enter the letter you used in your default record (like E), the final letters you used in your linking record (like BP), and further descriptive characters (like 20).

Using the example we have been following, you would enter EBP20 in the Item # field. You will be asked you if you want 20 Eversharp Ballpoint Pens as your description, which is, of course, exactly what we wanted. In the same way EBP50 as the Item # would generate a description of 50 Eversharp Ballpoint Pens.

See further examples after the explanations on the use of Remark commands.

Descriptions of Generator Commands (I)

0—The commands following zero are optional.

1—The one number entered in the item # will be printed as a one-digit number in the description.
2—The two numbers entered in the item # will be printed as a two-digit number in the description.
3—The three numbers entered in the item # will be printed as a three-digit number in the description.
8—The two numbers entered in the item # will be printed as a one-digit whole number and a fraction with a denominator of 8. For a denominator of 16, in the item # enter * and the number of sixteenths needed. Example: *5 in the item #, would be 5/16 in the item description. These are used for various sizes of lumber, pipe fittings, etc.
$—A 3-digit number in the item # will be printed as money in the description. Example: 155 in the item # makes 1.55 in the description.
*****—A one-digit number in the item # will be followed by a zero when printed in the description.
_—An underline before another command makes a space in the description.
<—A description preceded by a < will be placed to the left in the item description.

Description Generator Examples (I)

Let's say you sell Eversharp Ballpoint Pens by the pack, various quantities per pack.

A. First set up a default record.
   1. Enter E as the item #.
   2. Enter Eversharp for description. (This indicates the item #s will start with E and the item description with Eversharp.)
   3. Enter B in the Remark field. (The B is what alerts the software that there are linking items beginning with #B.)
   4. Save with **F9**.

B. Next set up the linking record.
   1. Enter #BBP as the item #.
   2. Enter Ballpoint Pens as the description. (The first character after the # will not be part of the final item #. It is only the link between the default record and the # record. So, it must match the one entered in Remark on the default record.)
   3. Enter the commands _2 in the Remark field. (This indicates that the 2 digits attached to the item # should be printed as a 2-digit number followed by a space in the item description.)

4. Save with **F9**.
5. Result: EBP20 as the Item # generates 20 Eversharp Ballpoint Pens as the description. And EBP50 as the Item # generates 50 Eversharp Ballpoint Pens as the description.

C. Try this variation:

1. Change the _2 in your #BBP record to C.
2. Save.
3. Make a record that links with your linking record by entering #CGN as the item #, Green as description and _2 as Remark.
4. Save.
5. Result: EBPGN40 as the Item # generates 40 Eversharp Ballpoint Pens Green as the description.

D. Try this:

1. Enter #CRD as the Item #, Red as the Description and _2 as the Remark.
2. Save.
3. Result: EBPRD12 as the Item # generates 12 Eversharp Ballpoint Pens Red as the description.

Note that the commands you use in the Remark field must be on the last sequential linking (#) record. You can enter multiple commands in the Remark field of the last # record. The commands 1, 2, or 3 are carried out and the results separated by an x.

E. Try this:

1. Item #—"P
2. Description—Plywood
3. Remark—C
4. Save
5. Item #—#CCD
6. Description—Cedar Sheets
7. Remark— _23
8. Save

9. Result: PCD12400 as item # generates 12x400 plywood cedar sheets as the description.

(Using both the 2 and 3 commands in the remark field required us to use 5 digits at the end of the item number with the x coming between the first 2 and last 3 digits.)

F. If we have 203 in remark, we must have either a 2 or 5-digit number in item #. (The 0 indicates that the command following is optional; we may or may not use it.)

1. Item #—#CCD
2. Description—Cedar Sheets
3. Remark—_203 on the #CCD linking record.
4. Result 1: PCD12 as item # generates 12 Plywood Cedar Sheets as the description.
5. Result 2: PCD24120 in Item # generates 12 Plywood Cedar Sheets as the description.

To eliminate the default description from the item description, place an asterisk (*) at the beginning of the description on your # record. (*Cedar Sheets would generate a description without Plywood in it.)
Placing a < at the beginning of the # description, moves it to the left in the final item description.

G. Try this:

1. Item #— "OB
2. Description—Oil Burner
3. Remark—B
4. Save.
5. Item #—#BNA
6. Description—*A Burner Nozzle
7. Remark— _$*
8. Save
9. Result: Item #—OBNA1234 generates the description - 1.23x40 A Burner Nozzle.

(Notice the use of *s in this example. The * before the description eliminated the use of the description "Oil Burner" from the default record. The use of the command * with the command $ adds a zero to the 4.)

H. Try this: (using items set up in earlier examples)

1. Item #—#CY
2. Description—Yellow
3. Remark—_*
4. Item #—EBPY3
5. Result: Description—30 Eversharp Ballpoint Pens Yellow

I. Try this:

1. On the #CY record, change description to <yellow. (The < moves yellow to the left in the final description).
2. Item # as EBPY2
3. Result: Description—20 Yellow Eversharp Ballpoint Pens is generated.

J. Let's do a new one.

1. Item #—"BL,
2. Description—Bolt
3. Remark—C
4. Save
5. Item #—#CCR
6. Description—<"Carriage
7. Remark—82
8. Save
9. Result 1: Item #—BLCR0204 generates a description of 1/4x4" Carriage Bolt.
10. Result 2: Item #—BLCR0606 generates 3/4x6" Carriage Bolt.
11. Result 3: Item #—BLCR0505 generates 5/8x5" Carriage Bolt.
12. Result 4: Item #—BLCR2303 generates 2 3/8x3" Carriage Bolt. (Note the whole number along with the fraction.)
13. Result 5: Item #—BLCR*703 generates 7/16x3" Carriage Bolt. (Notice what the * did here.)

Sale G/L (I.2)

Enter the G/L account number of the sales category for this item. When this item is entered on a receivable invoice, the Sale G/L # will automatically carry across. When the item is entered on a bill, the Purchase G/L # will automatically fill in. The Purchase G/L # is computed by taking the Sale G/L # and adding the Accounts Payable G/L Adder as found on the Company Setup (#) screen.

Our standard G/L account number for Sales is 5000, and the Accounts Payable G/L Adder (on the # screen) is 2000.

The Sale G/L # is also used by Report # 1-7, INVENTORY VALUE, when posting to General Ledger.

Inventory can be sorted by this field, using Report # 1-1, INVENTORY LISTING. Select G to sort by G/L #.

Tax (I.3)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

If this item is not normally taxable, enter **E** for **E**xempt. If this field is left blank, sales tax is calculated automatically on this item.

An **X** in this field specifies that this record is a Sales Tax record.

An **S** (**S**ometimes) may be entered to calculate tax on this item manually. Using an S also gives you the option to indicate on the Customer screen, in the Tax Code # field, whether a customer always pays tax on this item, usually pays tax on this item, or is usually exempt from tax. (T or E will be the defaults when the item is entered on a Receivable Invoice. [Do not enter the A, T or E here.])

Multiple Tax Codes (I.3)

If you have more than one sales tax that applies to items that you sell, you can set them up by using the following steps.

1. Set up a Tax Code in the Inventory screen, using a % in the Unit field, the rate of tax in the List Price and an X in the Tax field. (This is the same as a single tax rate.) For more information, see Sales Tax Setup & Usage.

2. Any group of items which is ALWAYS exempt from this tax, is identified with a single character in the Buy Description field. This character can be anything except *,E,M,S,T,U and X.

3. Any group of items which is SOMETIMES exempt from this tax is identified with a single character in the P/O Message field. Again, this character can be anything except *,E,M,S,T,U and X.

4. Inventory items are put in a tax group by placing a character in the Tax field on the Inventory screen of the inventory item. Use any character except*,E,M,S,T,U and X.

Tax Setup for Selling to Farmers (I.3)

1. Place a character in the Tax field of the inventory item to designate the item as production or non-production. A third category for items that can be either would trigger a question each time they are sold. On default (") item and any prefix defaults, enter the appropriate default in the Tax field. Use any character except *,E,M,S,T,U and X.

2. Set up a special tax item (.PF) for farmers. In Buy Description, enter the tax category(ies) for production items that are always exempt for farmers. In P/O Message, enter the tax category(ies) for items that are sometimes taxable for farmers.

3. On the customer, work order, and invoice, use tax code .PF for farmers. Use .PA for other taxable customers. Use .PA/ for exempt customers, such as resellers.

Tax Setup for States with Multiple Rates (I.3)

1. On each item, enter a code in the Tax field to select the rate category (food, non-food, restaurant). Set default items as needed.

2. Set up a tax item for each rate category. In Buy Description enter the categories for the items that are not taxed at this rate. For example, the non-food code would list the food and restaurant categories as exempt.

3. On the customer, work order, and invoice, enter all the tax codes for every taxable customer. Example: .VA,.VF,.VR

Unit (I.4)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

The Unit determines how the list price is figured. You may use any 2 or 3 letter code such as: yd, in, ton, bu, ft, lb.

Unit Pricing

Following is a list of special codes and an explanation of their functions:

C—Priced per 100

M—Priced per 1000

G—Priced per 100 gallon

T—Priced per ton
(You may also combine a number and a letter. For example, 5C means priced per 500. You may also use a number only, such as 3.)

D—Used for egg pricing. Enter the number of dozen per case, followed by D. Enter list price per dozen in cents, not dollars. Sell quantity is number of cases.

O—Priced per ton and doesn't print this line on invoices or orders but includes the amount in the invoice total.

#—For items priced per each but stocked and sold by case, enter the case quantity followed by a #. Cost is then cost per case.

S, SF and **SY** work similarly to # for pricing.

+ (plus sign)—Used to add a flat charge over and above the sell price. The "+" must be the leftmost character in the unit. Example: Quantity: 2 Unit: +5.5 Sell Price: 3.00 Amount: 11.50 (2 x 3 + 5.5) Note that the charge is added to the extended amount, not the price each. If the quantity is negative, the charge will be deducted. If the quantity is 0, the charge has no effect.

- (minus sign)—If the minus sign is used between 2 numbers in the unit field, the numbers are recognized as inches and multiplied times each other, calculating square footage. For example, with 2 as quantity, 24-24 in Unit field and a price of 4.50, the total would be $36.00 because 24" x 24" is 4 sq. ft. and 2 (quantity) x 4 (sq. ft.) x 4.50 (price) =36.

F—Specify this item as freight or other adjustment. Now this item will not be included for other discounts given on an invoice.

&—Means mix and match discounts, &A means that this item will be totaled with any other &A item on the invoice for a discount based on quantity. Other letters or numbers may be used in place of the A, such as &1 or &D. Discounts calculate when the invoice is saved.

>—indicates a Major Component with Service Tracking. You must also have a Y in the Track Serial # field on the I screen. (See the helps for Report # 1-34, SERIAL NUMBER SALES AND SERVICE DETAIL.)

S0-S9—*ABC SCHEDULING MODULE*—Identifies schedule item. May be followed by # of working days allowed in schedule.

Unit Assemblies (R)

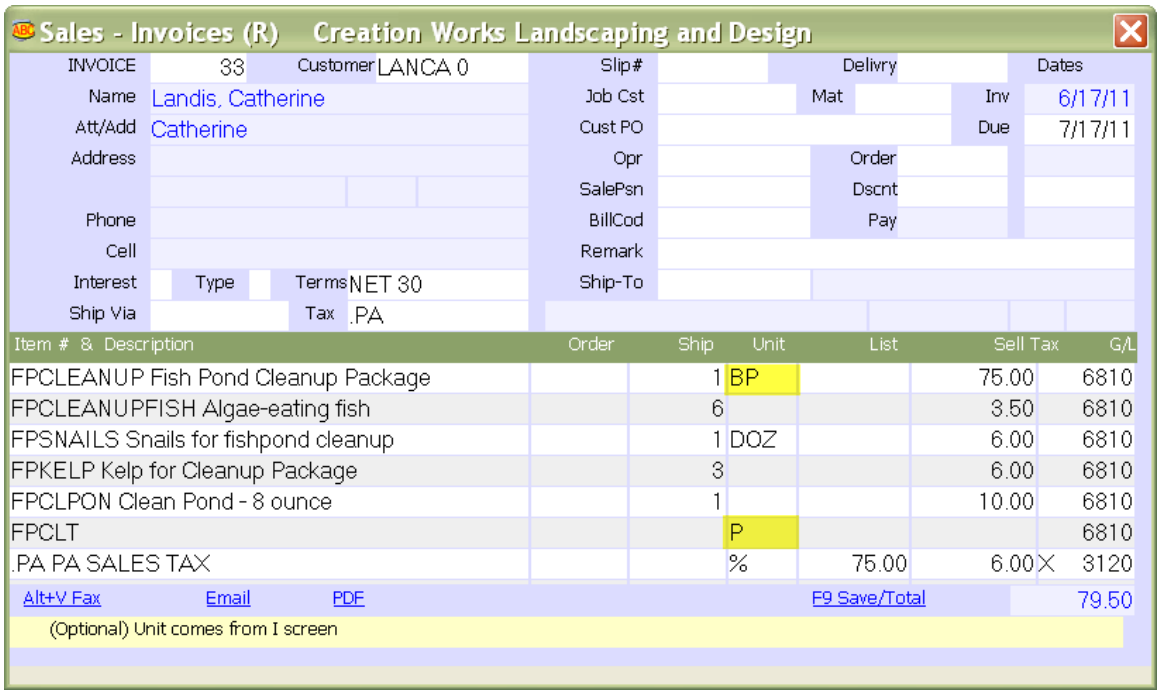
B—indicates an Assembly. Each item is listed on the invoice with its price. Total price is determined by the totals of the items.

BK—indicates an Assembly. The price is manually set on the I screen. Prices for items are not listed on the invoice.

BN—indicates Assembly. Price set manually. Items are not listed on Invoice.

BL—Displays a lookup for entry of associated Items when entered on the R screen. A W screen record with a }Item# code defines the display.

BP/P—indicates an Assembly package price, allowing you to set a price independent of the item prices. Items and prices show on invoice. Total price is also displayed. An additional item is required for this to work. After creating your Assembly item with the BP in the Unit field, create a second item with a T at the end of the Item #. In the Unit field of this one, put a P.


Sales - Invoices (R) Creation Works Landscaping and Design
INVOICE 33 Customer LANCA 0
Name Landis, Catherine
Att/Add Catherine
Address
Phone
Cell
Interest Type Terms NET 30
Ship Via Tax .PA
Slip# Delivry Dates
Job Cst Mat Inv 6/17/11
Cust PO Due 7/17/11
Opr Order
SalePsn Dscnt
BillCod Pay
Remark
Ship-To
Item # & Description Order Ship Unit List Sell Tax G/L
FPCLEANUP Fish Pond Cleanup Package 1 BP 75.00 6810
FPCLEANUPFISH Algae-eating fish 6 3.50 6810
FPSNAILS Snails for fishpond cleanup 1 DOZ 6.00 6810
FPKELP Kelp for Cleanup Package 3 6.00 6810
FPCLPON Clean Pond - 8 ounce 1 10.00 6810
FPCLT P 6810
.PA PA SALES TAX % 75.00 6.00 X 3120
Alt+V Fax Email PDF F9 Save/Total 79.50
(Optional) Unit comes from I screen

Unit—*ABC JOB COSTING MODULE* (R)

L1, L2, L3—These codes are used with Estimating and Job Costing. They specify whether Quantity on this line is posted to the Hours 1, Hours 2, or Hours 3 field on the Job Detail ('D) screen. Cost Extension (Cost x Quantity = Cost Extension) posts to the Labor Cost field. This is calculated but not shown on the screen. You can look at or change this by pressing **Alt+=**. If these codes are used on an Estimate Order, this line posts into Estimated in the Labor Cost and Hours fields. If this is an invoice, Quantity and Amount posts into the other Labor Cost and Hours fields. NOTE: This will NOT work if this invoice is a Contract.

K—Post this line into Subcontract on the Job Detail ('D) screen. If this is used on an Estimate Order it posts into Estimated. If it is used on an Invoice it posts into the other Subcontract fields. NOTE: This will NOT work if this invoice is a Contract.

X—Post cost for this line from the Assembly (A) screen to the Estimated Material Cost field on Job Detail ('D) screen. This only works with an Estimate Order.

:—This is used by Report #s 5-30 and 5-31.
Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Multiplier (I.5)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

When you enter a Multiplier here, Report # 2-10, INVENTORY PRICE UPDATE, automatically updates the List Price. You can also use the figure in the Multiplier field to calculate the Cost with **Alt+K** or List with **Alt+L** on the Inventory (I) screen. Either way, enter the percentage of List Price that the Cost should be.

If you use a discount from List Price, subtract the discount percent from 100 to get the Multiplier. For example, if the discount is 30%, the Multiplier is 70.

If you are working with a markup over Cost, you can use the following table to find the Multiplier. For example, if the markup is 25%, the Multiplier is 80.

1%=99.01	19%=84.03	37%=72.99	75%=57.14
2%=98.04	20%=83.33	38%=72.46	80%=55.56
3%=97.09	21%=82.64	39%=71.94	85%=54.05
4%=96.15	22%=81.97	40%=71.43	90%=52.63
5%=95.24	23%=81.30	41%=70.92	95%=51.28
6%=94.34	24%=80.65	42%=70.43	100%=50
7%=93.46	25%=80.00	43%=69.93	110%=47.62
8%=92.59	26%=79.37	44%=69.44	120%=45.45
9%=91.74	27%=78.74	45%=68.97	130%=43.48
10%=90.91	28%=78.13	46%=68.49	140%=41.67
11%=90.09	29%=77.52	47%=68.03	150%=40
12%=89.29	30%=76.92	48%=67.57	160%=38.46
13%=88.50	31%=76.34	49%=67.11	170%=37.04
14%=87.72	32%=75.76	50%=66.67	180%=35.71
15%=86.96	33%=75.19	55%=64.52	190%=34.48
16%=86.21	34%=74.63	60%=62.50	200%=33.33
17%=85.47	35%=74.07	65%=60.61	
18%=84.75	36%=73.53	70%=58.82	

The following formula is used to find the List Price: List Price = Cost / Multiplier x 100 x Unit.

For example, if cost is 1.50, and multiplier is 60, and unit is 12, then the list price per dozen would be 30.00. (1.50 / 60 =.025 x 100 = 2.5 x 12 = 30)

If you want the list price to be a fixed amount over cost, enter the amount here, followed by F.

For example, 5F means that the list price will be $5.00 more than Cost plus Freight and Adjustments. This fixed multiplier works differently from a percentage multiplier. With a fixed multiplier, the List updates immediately whenever you enter the Cost or the Multiplier. Unlike a percentage multiplier, a fixed multiplier does not work with **Alt+K**, **Alt+L**, or Report# 2-10, INVENTORY PRICE UPDATE.

When setting up a sales tax item, the Multiplier can be used to select the method of rounding sales tax. For more information, see "Sales Tax Setup and Usage."

List Price (I.6)

Enter the list price (selling price) in dollars and cents for the unit quantity of this item. This means the price per each, per dozen, case, hundred, etc.

This field, as well as Cost, Date List Changed, and Date Cost Changed, may be updated automatically, based on Bill Entry records, by Report # 2-10, INVENTORY PRICE UPDATE.

Date List Price Changed (I.7)

Enter the date the List Price was last changed. (This field is updated automatically when you run Report # 2-10, INVENTORY PRICE UPDATE, to update the List Prices.)

Cost (I.8)

Enter the cost of each item. This is a floating point field which may have up to six decimal places. Notice that Cost is the book price per each, whereas List Price is based on the Unit. For example, if you sell the item by the hundred, enter C in Unit, enter the sell price per hundred in the List field, and enter the purchase price per each in the Cost field.

If you buy the item by the case, enter the cost each, not the case price, in Cost. Enter the number per case in Buy Quantity/Case.

EXCEPTION: The Ton units (T or O) is designed to be used with cost per ton, not per pound, in the Cost field.

Date Cost Changed (I.9)

Enter the date the Cost was last changed. This field is updated automatically whenever you run Report # 2-10, INVENTORY PRICE UPDATE.

Vendor (I.10)

If you are using Accounts Payable, enter the code of the vendor from whom you normally buy this item. Certain inventory reports print this code, and some can be sorted by it. It is also used when generating automatic purchase orders with Report # 1-11, INVENTORY ORDER ADVISORY.

Print Code (I.11)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

This field can be used to sort the Inventory screen in special ways, using Report # 1-1, INVENTORY LISTING. For example, you could use Print Code A for a select group of your inventory. Then when you run Report # 1-1, you could press P, to sort by print code. Choosing print code A would give you a list of only the A items.

Report# 1-14, INVENTORY PRICE LIST BY PRINT CODE, can be run for a certain print code or for all print codes.

You can also use Print Code to make subtotals appear on Report # 1-7, INVENTORY VALUE. For each subtotal you want, bring up the last item # in the section to be subtotaled, and enter a T in the Print Code.

Maximum (I.12)

Enter the maximum quantity you wish to have on hand. This field determines suggested order quantities on Report # 1-11, INVENTORY ORDER ADVISORY.

Periods may be set up to accommodate seasonal items by entering more than one maximum, separated by commas. These periods can be for any length of time you choose. Report # 1-11, INVENTORY ORDER ADVISORY will ask which period number to use. The period number indicates which maximum to use, counting from left to right. If the indicated maximum is blank, or if no period number is specified, the system defaults to the maximum for Period 1.

Minimum (I.13)

Enter the minimum stock quantity you wish to have on hand. Report # 1-11, INVENTORY ORDER ADVISORY, will suggest reordering the item when stock quantity falls below this amount. Periods may be set up to accommodate seasonal items by entering more than one minimum, separated by commas. These periods can be for any length of time you choose. They should correspond to the time periods set up in the Maximum field.

An **N** entered here prevents the INVENTORY ORDER ADVISORY from suggesting an order for this item, and disables out-of-stock error messages on the Receivable Invoice (R) screen for this item. Use this feature for items that are never stocked, such as discounts or delivery charges. The N may be followed by other characters, as in N20, without affecting its function.

An **I** entered here means that this is an Inactive item. This item will not show up on most inventory reports nor on the Lookup (**F6**) screen.

An **O** entered here, for an Obsolete item, prevents the INVENTORY ORDER ADVISORY from suggesting an order for this item, and removes it from the F6 lookup screen when available stock is zero.

An **S** is used for special order and removes the item from lookup when the available stock is zero.

A **C** (Changed) will be entered on an old item when a new item number is entered and the option selected to move Min/Max to the new item.

Discount Setup (I.14—17)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

If you enter a number here, it is recognized as a percent and deducted from the List Price.
Example: 10 Customer receives a 10% discount off List Price.

Enter a number followed by L to give a fixed dollar discount off the List Price.
Example: 1.25L Customer receives $1.25 off List Price.

To calculate prices as a certain percent over Cost, create discount level E by entering an E in any one of these fields followed by a number.
Example: E20 Prices will be calculated as 20% over Cost.

To calculate a certain percent of margin in the price, enter E followed by the margin %, followed by M.
Example: E20M If the cost is $1.00, the price will be $1.25, giving a 20% margin.

You can also enter special prices in these fields. Follow a special price by a dollar sign ($).
Example: If you wish to sell this item for $5.00 enter 5.00$.

In the event of a string of discounts, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

DISCOUNTS A—D—allow the calculation of four different prices per inventory item. The entry (A, B, C, or D) in the Discount Level field on the Customer (C) screen specifies which discount that customer gets when invoiced. If no Discount Level is specified, Discount A will be used.

Discount E—can also be used to fix prices a certain amount over Cost. To do this, enter E followed by the amount with an F following the amount.

For example, E10F means that the price will be $10.00 over cost.

QUANTITY DISCOUNTS

Example: 3,5*10,100*20,500*25/500,1000*30/M

The number to the left of the asterisk (*) (in this case read *at*) is the start quantity for the discount, and the number to the right of the * is the discount. A comma divides the discounts. In the above example, a quantity of 0 to 4 receives 3% discount, 5 to 99 receives a 10% discount,100 to 499 a 20% discount, etc. The quantity refers to the absolute value (the total number of pieces, such as 12 in a dozen or 50 in a case) of the Order Quantity or the Ship Quantity, whichever is greater. Characters or numbers after a / specify the unit upon which the Sell Price is based and are put into Unit on the invoice. The last two discounts of the example mean that a quantity of 500 to 999 receives a 25% discount priced per 500, and 1000 or more a 30% discount priced per M (1000).

Other options after the forward slash (/) are:

C—priced per 100
G—priced per 100 gallons
M—priced per 1000
T—priced per 2000 (Ton)

You may combine a number and a letter.

Example: 5M means priced per 5000.

If the first item in a string is a quantity, it must begin with a comma (,). You do not need to begin with a comma when you begin with a discount. For example: 10,100*12 may be used instead of ,0*10,100*12. (This means 10% off for quantities under 100, and 12% off for 100 and up.)

Special quantity pricing may be entered here as well.

Example: ,12*.60$/12,50*2.90$/C.

This means a quantity of 0 to 11 will be sold at regular price, a quantity of 12 to 49 will be priced at $.60 per twelve, and a quantity of 50 and up will be priced at $2.90 per C (100). A dollar sign ($) behind the number indicates it is a price instead of a discount.

Group Code (I.18)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

The Group Code field is used for quoted group pricing of Inventory items. This allows you to discount a certain group of items to a customer rather than entering a separate quoted price for each item you wish to discount to a certain customer. Use only a SINGLE letter or number for the Group Code. Put the same letter or number in the Group Code field of each Inventory item in the group.

Inventory can be sorted by this code, using Report # 1-1, INVENTORY LISTING. Select 1 to sort by Group Code.

Location (I.19)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

Specify the physical location of the item.

Inventory can be sorted by this code, using Report # 1-1, INVENTORY LISTING. When you select this report, you will be prompted with various options for sorting the listing. Press **L** for **L**ocation.

You can also use Location to put the items in the order you want for taking physical inventory. Use Report # 1-35, PHYSICAL INVENTORY LISTING, and sort by location. When you enter the count quantities into the computer, using the Inventory Stock Adjustments (=) screen, select L to load items automatically by Location.

You can page through your Inventory records by Location, using **F7** and **F8** with the cursor on this field.

Price Update Code (I.20)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

The update code determines how prices for this item will be updated by Report # 2-10, INVENTORY PRICE UPDATE. Alternatively, you can select certain features of bill entry and not use the line in calculating discounts.

The update code is found on the Company Setup (#), Inventory (I), Bill Entry (B) and Purchase Order (O) screens. It is automatically set on the Bill Entry and Purchase Order screens from the Inventory screen. If there is none on the Inventory screen, it comes from the Company Setup screen, but may be changed manually.

Here are some possible entries:

A—Always update the cost (book price) and the list price.
B—Update the cost if it increased.
D—Always update the cost.
I—Always update the cost. Update the list price if it increased.
L—Update the cost if it increased. Update the list if it increased.
N—No price update.
F—Freight or Other Adjustment items (sales tax & discount).
G—G/L Distributions. See section titled "G/L Distributions" later in this chapter.
O—Omit Purchase Order posting. (Don't post this item to purchase order)
P—Bring up List price instead of Cost when entering item on Bill.
S—Skip Quantity & Price and go to Amount.
Q—Stock Quantity and pricing are not changed by Unit when purchasing. This is generally used when a number followed by # is used in Unit.
Q must be the LAST letter used in the Update Code field.
X— e**X**clude purchase from Inventory Value Report (Report #1-7).

**$**—Do not apply cash discount to this item. Use this with items that are not discounted, such as sales tax and freight. This code may be combined with another function; example: F$.

Additional Description (I.21)

Enter any additional description you want for this item. This additional description appears on the printed receivable orders and invoices. It does not show up on the computer screen when you enter an invoice.

Remark (I.22)

Enter any information you wish to keep in reference to this item.

This field is also used to generate inventory descriptions. See the section titled "Computer Generated Descriptions" for more help.

When a **G** is entered in the Update field, the Remark field is used to specify the distribution percent and the Account # for automatically dividing an account to multiple accounts. See "G/L " above.

P/O Message (I.23)

Enter any special message in relation to this item the way you want it to appear on purchase orders.

Labor Category (I.24)

ABC JOB COSTING MODULE—Enter the Labor Category if this is a labor item, which means you want to use it on the Time Card (T) screen. The code you enter here must be set up on the Category (K) screen. (See help for that screen.)

If this field is blank, the item will be seen as material rather than labor.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Job Class (I.25)

ABC JOB COSTING MODULE—You may enter a code here to specify which job class this item is in. This code must be set up on the Job Class ('J) screen. It will automatically carry across to job transactions such as bills and material entries.

If this item is not a job cost item, but you want to enter it on bills along with items that are job cost items, enter a dash (-) here. When you enter this item on a bill, it will not be included in the cost posted to the job. This may be used for such items as freight, tax, or discounts.

MSR—Manufacturer's Suggested Retail (I.26)

The MSR field stores the Manufacturer's Suggested Retail. It is loaded with parts and image importing. WRLISTPRICE uses it to calculate list price.

Freight & Other Adjustments (I.27)

This is a per-each cost, such as freight, that is in addition to the Cost. It is automatically updated from the Bill Entry screen when Report # 2-10, INVENTORY PRICE UPDATE, is run. You may enter information manually.

See the section in the Bill Entry screen helps, also titled "Freight & Other Adjustments."

Buy Quantity/Case (I.28)

If you buy this item in cases, but sell it by the piece, enter the quantity per case here. When you enter the item on a bill or purchase order, the case price will come up instead of the each price, and you can enter the number of cases instead of the unit quantity. When the bill or purchase order is posted to the item, the computer will calculate the unit quantity to post to fields such as Stock Qty and Vendor Order Qty. Also, if you run Report # 2-10, INVENTORY PRICE UPDATE, the program calculates the cost per each to update the Cost field.

Restriction (I.29)

If this field is blank, all customers will have access to this item.

A single character entered in this field requires a customer to have this letter in the Customer Type field of his record before he is allowed to buy this item.

Customer Types are initially set up on the Y screen. The Customer Type field of the C screen must also be filled in before the Restriction field on this screen will be useful.

If the Privilege Code on the Y screen of Customer Type A matches the Restriction code on the Inventory screen, that item can be invoiced to any customer whose type is A.

If you try to load the same item on an invoice for a customer who is not type A, an error message will remind you, "*Item is restricted for the customer*."

Quantity Per Label (I.30)

This field is used with Report # 3-7, SHIPPING LABELS FROM ORDERS, to determine the number of shipping labels to print. The quantity ordered, divided by this field, is added together for each line on the order to give the number of packages needed to ship the order. A label is printed for each package.

This field can also be used with Report # 2-26, A/P INVENTORY LABELS. In this case, Qty Per Label determines how many labels will be printed for items on a bill entry. For example, if you store the item in boxes of 10, you would enter 10 in Qty Per Label to generate a label for each box.

Core/Revision (I.31)

This field has two different uses, both affecting Customer Invoices and Orders. You can use it for automatic deposit/core charges or revision tracking and auto ordering. See the sections following titled "Core Charges—Setup" and "Revision Maintenance and Auto Ordering" for an explanation.

Core Charges—Setup (I.31)

Use the core charge option for items you sell that often have an additional charge associated with them.

For example, suppose you sell stoves, and you charge extra for installation, which is optional. In this example, you would set up separate items for the stove and the installation charge.

On the Inventory (I) screen, bring up the stove item and enter an asterisk (*) in the Core/Deposit field. Move to the Code field (below the Activity Location field) and enter the item # for the corresponding installation charge. Save the item.

Now whenever you enter the stove item on an order or invoice, you will be asked if you want a core charge. If you press **Y** for yes, the item number for installation charges will automatically be added below the stove item. A number entered in the Activity Location field skips the question and multiplies quantity for deposits.

Revision Maintenance and Auto-Ordering (I.31)

Revision Maintenance is used to track which revision a customer has of a certain item. This information can be used to automatically order the latest revision of that item when the customer orders a corresponding item.

For example, suppose you sell educational materials. When a customer orders a textbook, you want him to receive the latest revision of the corresponding answer key, if he hasn't already. To set this up, follow these steps.

1. Bring up the answer key item on the Inventory (I) screen. In the Core/Deposit field enter the revision number of the answer key. This may be any one-digit number, letter, or symbol other than an asterisk (*).

2. Enter the Activity Location number, which may be anything from A1 to T255. (See section titled "Activity Location" below). Save the item.

3. Bring up the textbook item. In the code field below Activity Location, enter the item # for the answer key. Save the item.

4. Now whenever a customer orders the textbook, the software checks which version of the answer key the customer has. If he does not have the latest, you will be prompted to consider the option of adding it to the order. (This works only on orders, not on invoices).

Activity Location (I.32)

This is used with Revision Maintenance and Auto-ordering. Your ABC Accounting software can maintain revisions on up to 5100 items on a per-customer basis. To do this, it uses a revision cross-reference screen. This screen consists of a matrix with rows lettered from A to T, and columns from 1 to 255. To track revisions for a certain item, you need to assign it a position in this matrix. This position may be anything from A1 to T255. This is called the Activity Location.

To view the revision matrix, use the Activity Grid ('x) screen. This screen shows only the first 78 columns, and has the delete and save functions disabled.

Code (I.33)

This field has two different uses, both affecting Customer Invoices and Orders. You can use it for automatic core charges or revision tracking and auto-ordering. See the sections titled "Core Charges—Setup" and "Revision Maintenance and Auto Ordering" for an explanation.

Commission (I.34)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

Use a letter from A to L to specify what rate of commission the salesman gets for selling this item. These codes must be set up on the Salesman (S) screen. Commissions are calculated by Report # 3-42, CALCULATE SALESMAN COMMISSION.

Comment (I.35)

This is an information field for your convenience.

In the event of a long comment, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

Stock (I.38)

This is an information field, sometimes used with special programming.

Buy Description (I.39)

Enter the description you want to appear on Purchase Orders for this item. If you don't want any additional description, leave this field blank. The Description field will be used for descriptions on Purchase Orders.

Item # and Vendor (I.40)

Three fields are provided: Item # and Vendor 1, 2, and 3. This is in case you have several different major suppliers for this item.

Enter the vendor's item # first; then a space, and then the vendor code as set up on the Vendor (V) screen.

You can index all the items that have a particular vendor by using the **Shift+F7** and **Shift+F8** keys when your cursor is on this field.

When entering a purchase order for this item, you may press **Alt+G** to load one of the alternate vendors for the item.

UPC (I.43)

Use this field to enter an item number for the product.

New Item # (I.44)

Use this field when the item # for an item changes. For example, use it when a supplier changes his parts numbers. To use this feature, follow these steps:

1. Bring up the old item, go to the New Item # field, and enter the new item # there.

2. A message will appear, saying, *"New Item # 'xxxx' not found. Copy existing info to New #?"*

3. Answer with a **Y** if you want the new item # to be created with the same information as the current one. (You can always make minimal changes on the new record later if you want.)

4. A second message asks, *"MJove min-max, customer orders, and open P/Os to New Item?"*

5. Answer with a **Y** if you want to transfer ALL this information to the new item #. (This does not include transfer of stock quantities. If you want to transfer stock quantities to the new item, call your ABC Accounting representative and ask for the utility "WUTISUPERSEDE" which will move data from the superseded item to the new item.)

6. Now when you enter invoices or bills, and you are really used to entering the old item number and can't remember the new one, you're safe. Either item # will bring up the information for the new item # entered. However, if the old item still has a Stock Quantity listed, you will be asked if you want to use the old item or the new one.

You can page through your inventory records by New Item #, using **Shift+F7** and **Shift+F8** with the cursor on this field.

Note: An item which has been replaced by a new item number will have **C** (**C**hanged) in Minimum.

Note: An item referenced by a New Item # may in turn reference another New Item #, up to 20 levels deep. When you enter one of the old item numbers on a bill or invoice, the program starts with that item and goes through the chain in the direction of newer items. If any of the old items are in stock, you will be given the option to select the old or new item in each case. Circular references will trigger an error and terminate at the maximum number of levels.

Weight (I.45)

Enter the weight of the item in pounds per each. (You may use hundredths of a pound.)

This is used in calculating the total weight on Purchase Orders.

In some customized versions, Weight is used to calculate discounts or freight charges on Invoices.

ABC SCHEDULING MODULE—Enter daily load capacity for this item.

BARCODE MODULE (V12)—Enter W followed by Tare Weight. When an item is entered with a W and has a scales attached, the computer requests a weight from the scales to enter in the quantity field, less the tare for that item.

Track Serial # (I.46)

Enter a Y here if you wish to track serial numbers on this item.

When you enter a bill, you will be asked to enter the serial numbers for each item you are tracking. This automatically puts those serial numbers on stock. Then when you enter an invoice, you will be asked to enter the serial numbers for the items you sold. Those serial numbers will then be taken out of stock, so that you cannot sell the same serial number twice. You will be alerted with a message if you enter the serial number incorrectly.

These serial numbers will be printed on various reports, such as Report # 1-5, INVENTORY PURCHASE HISTORY, and Report # 1-19, INVENTORY SALES HISTORY.

You may quit tracking serial numbers on a certain item at any time by typing an N in this field, and saving it.

If the field is blank, it will be treated like an N.

Serial # tracking is not allowed on an item that contains a forward slash (/) in the item code.

Optional uses for the Serial # field are as follows:

L is used for **L**ot and posts total quantity to S/N screen.
B is used for **B**ulk and allows information but won't post to S/N.
C is used for **C**onsignment.

Discount—Special (I.48)

A "ditto dat" field. A lookup appears for this field, revealing a list of all codes you have entered in this field in the past.

This field is used for short-term, special discounts.

This discount overrides all other discounts, unless another discount is greater than that listed here.

See the section in your manual titled "Discount Setup" for help on how to enter discounts.

In the event of a long string of discounts, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

If you wish to enter a special discount on multiple, consecutive items, follow these steps.

1. Go to the Special Discount field of the first item you want this special discount for.

2. Press Alt+4 to activate a macro for setting this discount.

3. In the first message box, enter the item code for the last item this special discount will affect. (Discount will be applied to ALL items, starting at the record you are currently viewing and ending with the item code you enter here.)

4. In the second message box, enter the discount you wish to enact on these records. (See discount setup options for the A—D Discount fields.)

5. The discount is automatically entered for you in all these consecutive records.

Lead Time for P/O (I.49)

This is an information field. Enter the time (in days) that it takes from ordering to receiving from your vendor.

Order Multiplier (I.65)

For items that you sell individually but must purchase by specific larger quantities, you may enter a number here to multiply your order by. So if you purchase paper towels in quantities of 24 but always sell it individually, you should enter the number 24 in this field. (*This only applies when the Vendor sells an item by individual price but ships by the case.) Then when you run Report 1-11, Inventory Order Advisory, you will be advised to order 48 rolls of paper towels when there are customer orders for 27 rolls more than you have in stock, because you must purchase them in multiples of 24.

*Notice that when you purchase based on case price, you should use the Buy/Quantity field rather than the Order Multiplier field. This triggers the Order Advisory to order 2 cases of 48 rolls of paper towels rather than 48 rolls of paper towels.

Use Tax (I)

To track items that need to have Use Tax paid on them, set up Use Tax in the Inventory screen. For example, you could use the code PAU for PA Use Tax. Put a % in the Unit field. Put the tax rate in the List Price field. Put a U in the Tax field.

The items to be tracked for Use Tax must be listed on separate Customer Invoices. (No other items but Use Tax items should be on the invoice). Use the Use Tax Code, (for example PAU) in the Tax field (located beside the Terms field) on the invoice.

The Use Tax is NOT added to the invoice.

To see the total cost of Use Tax items, run Report # 3-5, MULTI-CODE SALES TAX. Note that the report lists the total COST of the Use Tax items but does not calculate the Use Tax.

Tracking Used Equipment (I)

To track costs, inventory quantities and inventory value for used equipment that you repair for resale, the used equipment should be assigned distinctive inventory codes. Our standard prefix is UE- followed by an assigned number. When you use UE-, you need only press **Alt+Q** to enter a new item. The program automatically assigns the next number.

Set up a Sale G/L # for used equipment. ABC's standard number is 5095.

If the used equipment is traded in, list it on the invoice when you sell the new equipment, using the assigned inventory code with a -1 in Quantity. This puts the item into inventory. Sell price should be the credit amount that you are allowing for the used equipment. Your cost can be found by pressing **Alt+S** on the I screen. Enter the cost in the Cost field on the I screen.

If you are not tracking the trade-in of the equipment, bring it into inventory by putting it on an adjustment bill on the Bill Entry screen, using a positive 1. Your cost can be found by pressing **Alt+B** on the Inventory screen. Enter your cost in the Cost field on the Inventory screen.

When you begin repairing the equipment, track the parts used and labor on a customer order. Put yourself as the customer on the order. On the first line of the order, put the used equipment code with nothing in quantity.

When the repairs are done, invoice the order to yourself. Discount the invoice 100% using the used equipment Sale G/L #. Add the order total to the trade-in cost that you had entered in the Cost field on the Inventory screen.

How to Set Up Inventory Items (I)

To go to the Inventory screen, press **F10** and then **I**.

1. The first field is Item #. Type in the item # you want to use for the Item. (You may use letters, numbers or other symbols.) If there is an item # already in the field, press **Ctrl+N** to open a New record. Then enter your item number. If you are entering many Inventory items, you may save time by setting up inventory default records. To learn more about this, see the section on Default Records.

2. Type in the desired description and press **Enter**. For more help, see the section on setting up computer-generated descriptions.

3. Press **Enter** to go to the fields you want to fill in such as Unit, List price and Cost. Fill in the desired information.

4. Press the **F9** key to save the Inventory item.

5. If you do not have a Sale G/L number entered, an error message says, "*G/L # must be specified.*" Press **Enter** to acknowledge the message, and you are taken to the Sale G/L field. Enter the General Ledger number that has been set up for sales of this inventory item. Press the **F9** key again to save the Inventory item.

Default Record Setup (I)

A Default record is a record that contains all the most commonly used information for your inventory records. Setting up a default record saves the operator from entering the same information again and again.

Here are the basic steps for setting up a default inventory item record.

1. Enter a quote (") in the Item # field.
2. Enter any information that common to a majority of the items you enter. This could be G/L #, Update Code, Multiplier and Tax Code for Inventory items.
3. Save the record with **F9**.
4. If you want to make changes to your default record, go back into it, make the changes, and save again.

When you enter a new Inventory item, the information that you entered in the Default record will be displayed. Then you enter whatever other information you want on that record. Change any default information that does not apply to this item.

For example, if you have a number of inventory items to enter with similar descriptions and the same cost or list price, you could enter this information on the Inventory Default (") record. Then enter the inventory items, using a different code for each one. AT LEAST one change has to be made on a record, or it cannot be saved as a unique record.

An example of how to use a default record follows.

Let's say you have a lot of inventory items to enter with the same price and general ledger number. Fill in those fields on the default record, and they will automatically default to any new inventory item record you create.

The Inventory screen can have default records with partial item numbers. For example, use "AB as an item #. Now any new item # you enter beginning with AB will automatically load the information entered on the "AB record. You may override this information at any time on any of the records you are creating.

Paying Bills by Serial Number (I)

1. The item must be set up on the Inventory (I) screen with a Y in the Track Serial # field, close to the bottom right-hand corner of the screen.

2. When the item is entered on the Bill Entry (B) screen, a unique serial # needs to be assigned to each one purchased.

3. The Terms for the Bill must have a Y in the Pay by S/N field.

4. On the Check Writing (/) screen, choose Option 1. Press **Alt+T** twice. Once to display individual bills and again to display the individual serial # items on bills that are marked to be paid by Serial #. The cost of serial # items that have been sold, but not paid for, will display in the Due Column.

5. To select all serial # items on Customer invoices and all due bills for payment, press + on the top line of the Check Writing screen. To select ALL serial # items, invoiced or not, and all open bills, press * on the top line. To select by vendor, press + or * on the line that has the vendor's name. To select by Bill, press + or * on the line that has the bill number. To select individual serial # items, press + or * on the item line.

6. When you are finished with your selections, press **F5** and then choose Option 3 to generate the check(s).

G/L Distributions (I)

An item can be set up so that when it is used on a bill entry, the amount is automatically distributed to multiple G/L accounts. To set up such an item, enter a G in the Update field, and use Remark to specify the distribution percents and account numbers. Enter the percentage; then the percent sign (%) and G/L account number. Use a comma (,) to separate additional distributions.

Example: 20%1580,30%2580 would divide the entered amount 20% to account 1580 and 30% to account 2580, leaving the remaining 50% where the amount was entered.

This is used for payments, such as electric bills, that you want to split between several businesses or persons.

Inventory Posted Fields (I)

The following fields are restricted and are maintained in the background by the software: Post Date, Month-to-date Buy Amount, Prior Buy Amount, Month-to-date Sell Amount, Prior Sell Amount, Month-to-date Sell Cost, Month-to-date Buy Quantity, Prior Buy Quantity, Month-to-date Sell Quantity, Prior Sell Quantity, Month-to-date Sample Quantity, Prior Sample Quantity, Sample Quantity 1 Year Ago, Sample Quantity 2 Years Ago, Sell Quantity 1 Year Ago and Sell Quantity 2 Years Ago.

These fields are updated upon entry of a Customer Invoice or a Bill. The Post Date tells when the last transaction was posted, and indicates which month is represented in the month-to-date figures.

Inventory Rebate Tracking (I)

The Inventory (I) screen has accommodations for tracking rebates given to customers after they purchased a rebate item.

The tracking of rebates ties in with the tracking of serial numbers; therefore, you must track serial numbers on all items on which you want to give rebates.

1. Set up any item that has a rebate offer with it on the Inventory (I) screen. Make sure you put a **Y** in the Track Serial # field.

2. Set up a separate record in the Inventory (I) screen for the rebate offer.

    a. The Item Code must be the same as the Item Code of the item itself with a dollar sign ($) attached. (If you have multiple rebate offers, an asterisk (*) or ampersand (&) may also be used here.)

    b. The Item Description should also specify that this is a rebate offer.

    c. You may enter the amount of the rebate offer in the List Price field as a negative figure.

    d. Once again, use a **Y** in the Track Serial # field.

3. When you enter an invoice for a rebate item, you will need to enter the serial number as well.

The program automatically takes this serial number out of stock, so that you cannot invoice the same serial number twice.

4. To give the rebate to the customer, you must enter the rebate offer code on the Receivable Invoice (R) screen. This may be done on the original invoice AFTER the invoice has been saved, or it may be entered on a separate invoice if the rebate is sent in after the original purchase.

a. Enter the Quantity as a positive figure.

b. Enter the serial number of the item for which the rebate is being given. If a rebate was given for this specific serial number before you will not be allowed to give more another rebate for the item.

c. Enter the Amount as a negative figure.

The status and location of items with serial numbers may be viewed on the Inventory Serial # ('F) screen.

Generating a Series of Inventory Codes (I)

Sometimes you may have inventory codes to set up that begin the same and have a set of letters or numbers at the end to make them distinctive. For example, using the code PNRP (for Pens, Ritepoint) and adding the suffixes, WHT, BRN, BLK, GRN, YEL, GRY, ORG, BLU and RED to indicate the available colors. After the color code you want the suffixes RG, FN, TH, XF, XT to indicate the type of point available.

1. Enter the Item code PNRP. Enter the description PENS, RITEPOINT. Enter any information that will be the same for all the items you are generating codes for.

2. Press **Alt+G**. Enter the 1st suffixes, separated by commas:
WHT,BRN,BLK,GRN,YEL,GRY,ORG,BLU,RED

3. Enter the 2nd suffixes separated by commas:
RG,FN,TH,XF,XT

4. Type Y twice to confirm the first and second suffixes.

5. The software generates 45 codes and descriptions, beginning with PNRPBLKFN and ending with PNRPYELXT. Any information entered with the original code in step # 1, such as G/L # and List Price will also be in each of the 45 records.

Distributions

Stock Adjustments (=)

This screen is used in taking inventory. Inventory counts should be done on a regular basis, based on how many turns of inventory you have per year. Follow the instructions on Taking Inventory as described toward the end of this chapter.

Helps Accessed From the Stock Adjustment (=) Screen

File Help (=)

Ctrl+N—clears the screen and loads the next available reference number. This does not save or un-save any record.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (=)

Ctrl+D—duplicates a record. Set up the new Assembly record in the Inventory Items screen. Go to the Assembly screen. Enter the new record code. Press **Ctrl+D** and enter the code of the Assembly record you want to duplicate.

Alt+N—loads the **N**ext Inventory Item on the line where the cursor is.

Alt+P—loads the **P**revious Inventory Item on the line where the cursor is.

F7—opens/loads previous record.

F8—opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (=)

Ctrl+A—**A**dds a blank line at the cursor. This only works in repeating fields.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line where the cursor is. This only works in repeating fields.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home—places the cursor at the beginning of a field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up one screen at a time when the cursor is in the repeating fields. Anywhere else on the screen, place the cursor on the top line of the repeating fields.

Page Down—moves the cursor down one screen at a time when the cursor is in the repeating fields or to the next available line.

Shift+Up arrow—moves the cursor to the first line of the currently loaded record.

Shift+Down arrow—moves the cursor to the last line of the currently loaded record.

Tools Help (=)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+W—puts the currently loaded reference # on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen), and then type =LIST. Ctrl+W

Alt+T—saves all current stock quantities as listed on the Inventory (I) screen into a special file.

This option is used so that a certain amount of business can be conducted before you enter the quantities into the software. Usually, you will want to choose a particular section for counting; press Alt+T to save the current quantities; then count items in that section. Noting actually quantities on paper is fine. These quantities can then be entered at your leisure. The only thing you have to be careful of is that nobody buys or sells anything from that section before the counting has been completed.

After you get the actual quantities for the items you are counting, you can resume sales and purchases on the computer. Since the program saved the stock quantity when you started your counting and tracks the transactions that have changed the inventory stock quantities since you counted, you will be able to enter the stock quantities into the program at your leisure. However, they do need to be entered before you run inventory value or before you do another **Alt+T** to count more items.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator

= totals or equals

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reference # (=.0)

The reference code is automatically generated. Data files stored here are numbered sequentially.

Date (=.1)

This is defaulted to the system date, but may be changed here.

Remark (=.4)

You may enter any remark of your choice.

Inventory Item (=.5)

Enter the Item # from the Inventory (I) screen for the item you want to adjust. When you press **Enter** the Item Description is displayed.

Count Quantity (=.7)

Enter the total quantity on physical inventory. After you press **Enter**, the next item loads automatically.

One caution—pressing **Enter** without a quantity will have the same effect as entering 0. It will zero the Stock Quantity when the record is saved. If you don't want to zero the Stock Quantity on an item that has come up, you must either

1. enter the correct quantity,
2. remove the item from the screen with **Alt+N**, or
3. enter another item in its place. The next paragraph explains the exception to this rule.

When you are ready to save your record, there will probably be an extra item at the bottom because the program automatically loads another item whenever you press **Enter**. For this reason, you will be asked, *"Do you want to save the last line? (Y/N)"* Press **N** to remove the extra line before saving the record.

Multiple Occurrences, Stock, or Transferred Qty (=.781)

The **M**ultiple Occurrences **S**tock or **T**ransferred Quantity options allow several ways of counting your inventory. Before you begin, do make sure that all accounts payable bills have been entered in the system for all items being counted and receivable invoices have been entered for all items not being counted.

Choose **S** if you wish to do the count and enter all items into the computer before making any transactions that would affect your inventory quantities.

If you use the **T** option, you need to do an **Alt+T** before starting the count. This saves all current stock quantities into a special file and allows business to be conducted as normal while inventory is being counted.

The **M** option is used when you have the same item in several different locations. For instance, if you have a special display of the latest shampoo in the "Displays" location and a regular display in the shampoo aisle, you can count these separately according to location, and the program will add the quantities together to get the total quantity of that item.

Inventory Auto Load by Item, Stocked, Location, or Numbered List Options (=.782)

This field allows you to choose how you want the program to automatically load your inventory items. Enter an **I** to load inventory **I**tems sequentially, as listed on Inventory screen. Enter an **L** to load the items from a specific **L**ocation, as set up in field 19 of the Inventory screen. To load only items that have a **S**tock quantity from the I screen, use the **S**)tock option. And to use the items as they are listed on your printed 1-35 report, use the **N**)umbered option.
To load items manually, leave this field blank.

List Number (=.783)

This is where you enter the list number from the printed 1-35 report. Leading 0's are optional. List number 001 may be entered as 1, 01, or 001.

Taking Inventory (=)

The Inventory Stock Adjustment screen is used, when taking inventory, to enter physical inventory count quantities. Following are described three methods of taking inventory.

I. The S Option—This option allows you to count your inventory one section at a time. It works best if you have the inventory location specified on the Inventory (I) screen. Follow these steps:

A. Establish Cutoff Point, this can be at any time in any month.

1. All items counted must have been entered on the Bill Entry (B) screen, either as shipping tickets or as bills.

2. All items removed from inventory must be entered as invoices on the Receivable Invoice (R) screen. Do NOT include these items in your count.

B. Print Report # 1-35, Physical Inventory Listing. Report options are as follows:

1. Type **L** to sort by **L**ocation.

2. Type **S** if you only want to list items with a **S**tock Quantity (positive or negative). Or, press **Enter** to include all items.

3. The Skip Post Dates Before field allows you to skip items that have had no activity since a certain date.

C. Count one section of your inventory, without making any changes to that section, either by invoicing customers or by entering bills.

D. On the printed report from Step # B, write down your actual counted quantity for each item.

E. On the = screen, choose **S** for **S**tock Quantity.

F. Use the Auto-Load Option **L** if you want all the items listed by **L**ocation.

1. Enter the first item code from your inventory sheet.

2. Enter the Count Quantity, even if it is the same as the Pre-Adjust Quantity.

3. When you press **Enter** on Count Quantity, the next inventory item by location is loaded to the screen.

4. Enter the Count Quantity on **EACH** line.

5. If you leave the Count Quantity field blank on any item, the program will adjust the stock quantity to ZERO on that item.

OR

G. Use neither Auto-Load Option if you want to manually enter only the items which need a quantity adjustment.

1. Enter the first item code that needs a quantity adjustment.

2. Enter the Count Quantity.

3. Enter the next item code that needs a quantity adjustment.

4. Repeat steps 2 and 3 until you are finished with the section.

II. The T Option—This option is used with **Alt+T** (Transfer) allowing you to count your inventory one section at a time or all at once.

A. Establish Cutoff Point, this can be at any time in any month.

1. All items counted must have been entered on the Bill Entry (B) screen, either as shipping tickets or as bills.

2. All items removed from inventory must be entered as invoices on the Receivable Invoice (R) screen. Do NOT include these items in your count.

B. Print Report # 1-35, Physical Inventory Listing.

1. Type **L** to sort by **L**ocation.

2. Type **S** if you only want to list items with a **S**tock Quantity (positive or negative). Or, press **Enter** to include all items.

3. The Skip Post Dates Before field allows you to skip items that have had no activity since a certain date.

C. Go to the = screen, and press **Alt+T** to run the inventory transfer option. This makes a copy of your current inventory quantities in a special file.

1. Press **Y** if you entered all stock adjustments since the last transfer, (the last time that you used the **Alt+T** option.)

2. Enter your password to start the transfer. (This is **PASS** if no other password has been setup.)

D. Count one section (or all) of your inventory, without making any changes to that inventory, either by invoicing customers or by entering shipping tickets or bills.

E. On the sheet printed out in Step B, write the actual count of your inventory.

You can enter the count quantities at your convenience, but they MUST be entered before you can get an Up-to-date Inventory Value report, and they MUST be entered before you use **Alt+T** again to count another section of your inventory (or your entire inventory).

F. On the = screen, choose **T** for **T**ransferred Quantity.

G. Use the Auto-Load Option **L** if you want all the items listed by **L**ocation.

1. Enter the first item code from your inventory sheet.

2. Enter the Count Quantity, even if it is the same as the Pre-Adjust Quantity.

3. When you press **Enter** on Count Quantity, the program loads the next inventory item by location.

4. Enter the Count Quantity on **EACH** line.

5. If you leave the Count Quantity field blank on any item, the program will adjust the stock quantity of that item to ZERO.

OR

H. Use neither Auto-Load Option if you want to manually enter only the items which need a quantity adjustment.

1. Enter the 1st item code that needs a quantity adjustment.

2. Enter the Count Quantity.

3. Enter the next item code that needs a quantity adjustment.

4. Repeat steps 2 and 3 until you are finished with the section, (or your entire inventory).

With either option, do NOT ENTER THE INVENTORY ITEM TWICE.

Note that there are more options available to you than have been described here. Go to help on a particular field for help on further options.

Note the following comments about making inventory adjustments:

The message *"Do you want to save the last line?"* only appears if there is no quantity on the last line that has an inventory item loaded. If you press **Y** for Yes, the Stock Quantity for that item will be set to ZERO!! Press **N** for No to get rid of the extra line before saving.

You can also make adjustments to inventory on the Bill Entry (B) screen. Use .ADJUST as the Vendor and an A in the Pay Code field.

Adjustments to Serial # items MUST be made on the Bill Entry screen. Use .ADJUST as the Vendor and put an A in the Pay Code field.

Serial Numbers ('F)

The Inventory Serial # Entry ('F) screen allows you to track the physical locations of each serial number item and view the status of a particular serial number. You may not enter new serial numbers on this screen. New serial numbers must be entered on the Bill Entry (B) screen.

Helps Accessed From the Serial # ('F) Screen

File Help ('F)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Edit Help ('F)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help ('F)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this serial #. To see previous notes, press **Ctrl+J.** When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Alt+S—runs Report # 1-34, SERIAL NUMBER SALES AND SERVICE DETAIL.

Item # / Serial # ('F.0)

This is an automatically generated code made from a combination of the Item # and the Serial #.

Location Code ('F.1)

Enter a code to indicate the physical location of the item. This is the only field you can change on this screen. Report # 1-17, ALL SERIAL NUMBERS, and Report # 1-18, SERIAL # ON HAND, use this field.

Inventory # ('F.1013)

Enter the item number from the Inventory (I) screen.

Serial # ('F.1014)

Enter the serial number of the item you want to view or change the location of. This serial number must be previously entered on the Bill Entry (B) screen or on the Receivable Invoice (R) screen.

Posted Fields on the Inventory Serial # Screen ('F)

The following fields are restricted and maintained via background posting: Post Date, Quantity on Hand, Sell Quantity and Rebate Quantity.

Assemblies (A)

This screen is used for applications where a group of inventory items is priced and sold as a unit or assembly. Enter the Assembly code and list all the individual items under it. Assembly price is calculated by adding the list price of each item.
The Manufacturing package allows the entry of an Assembly Item on the Customer work order and generates a shop work order to produce the item. When the shop work order is invoiced, it subtracts the parts from inventory and generates a bill for the Assembly providing history. Amounts for the parts and the Assembly are tracked to manufacturing accounts giving totals for inter-company production.

Helps Accessed From Assemblies (A) Screen

File Help (A)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

F5—exits lookup.

Shift+F5—closes all lookups.

F6—opens lookup.

Shift+F6—alternates lookup (used only with custom packages).

F9—save record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (A)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same, information under a different assembly code, type in the new code and press **Ctrl+D**. When prompted, enter the code of the record you want to duplicate and press **Enter**. The old record will be entered onto the screen.

Alt+N—loads **N**ext inventory item (with cursor on field).

Alt+P—loads **P**revious inventory item (with cursor on field).

F7—loads previous record.

F8—loads next record.

Edit Help (A)

Ctrl+A—**A**dds a blank line at the cursor if you are on the repeating fields at the bottom part of the screen. All lines below will be pushed down a line.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C**. Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor if you are on the repeating fields in the bottom part of the screen. This will move up all lines below if there are any.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X**. The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home— places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up a page.

Page Down—moves the cursor down a page.

Shift+Up arrow—moves the cursor to first line on repeating fields.

Shift+Down arrow—moves the cursor to next available line on repeating fields.

Tools Help (A)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this assembly. To see previous notes, press **Ctrl+J**. When you are done, press **F9**. The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the assembly code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen), and then type ALIST. Ctrl+W

Alt+A—recalculates all assembly records in the Assemblies screen files. If you have changed pricing on some inventory items and want to make sure all your assemblies are updated according to the new prices, press **Alt+A** on the A screen. You will be asked if you want All records to be recalculated. Press **Y** for **Y**es. If you want only one record to be updated, use the **Alt+R** tool.

Alt+R—recalculates the assembly record you are currently viewing. If you have changed pricing on some inventory items and want this record to be updated so that the new prices will take effect, press **Alt+R**. Prices and costs will be recalculated. If you want to update all your Assembly screen records, you will need to use **Alt+A**.

Alt+U—forces the program to **U**se the item # you entered instead of the one similar to it that is already in the system.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Assembly Code (A.0)

Enter the code of the assembly as entered in the Inventory (I) screen. When you press **Enter**, the Item Description will be brought across from the Inventory (I) screen.

Code (A.10)

Enter the code for the individual items from the Inventory (I) screen. When you press **Enter**, the Item Description will be brought across from the Inventory (I) screen.

Quantity (A.11)

Enter the quantity of this item that is included in the assembly.

Remark (A.13)

You may enter a remark for your own information in this field. These remarks will not appear on invoices.

Posted Fields (A)

The following fields are restricted: Labor Hours 1, Labor Hours 2, Labor Hours 3, Cost Subcontract, Material Quantity, Cost and Sell Price. These fields automatically update as you enter the individual line items on the lower part of this screen.

Assembly Setup (A)

1. Enter the Assembly code, as found on the Inventory (I) screen.

   The Assembly Code and all the individual item codes used on the Assembly screen should be set up as inventory items on the I screen before they are used here. The Assembly Code item (and only the Assembly Code item) MUST have a B, BN or BK entered in the Unit field on the Inventory (I) screen. (If you type an Assembly Code that has not been set up on the Inventory (I) screen, a message pops up: *"Inventory Item # _____ not found."*)

2. Type the code for the individual items that make up the assembly. If you typed a Code that hasn't been entered into the Inventory files, a Lookup Screen of Inventory Item codes pops up. Use the **Up** or **Down** arrows and press **Enter** on the right code.

   a. If you do not find the right code and you wish to set up a new code, press **Alt+A** on the Lookup Screen. This takes you to the Inventory screen with the new Code already entered. Use the steps listed in "How To Set Up Inventory Items." When you save the new Inventory item by pressing **F9**, you are taken back to the Assembly that you were working on with the new item entered. You're ready for step 3.

   b. If you do not find the right code: and you want to start over, press **F5**. The Lookup Screen and the typed code disappear. You're ready for step # 2 again.

3. Type the quantity of each item included in the assembly.

4. You may enter a remark about the item. This does not show up on the invoice.

5. Enter as many different item codes as you need for the Assembly, with the quantity used of each item.

6. As of ABC Version 13, you may also enter sales tax codes for assemblies. (Or any other items with a % sign in the unit field.)

7. When you are done, press **F9** to save the Assembly.

As you add items to the assembly, the program keeps a running total, in the upper part of the screen, of how many items are used in the assembly. This is labeled Material Quantity. Cost is the totals of the cost of each item. Sell Price is the total of the list price of each item.

Assembly Pricing and Printing (A)

The code used in the Unit field on the Inventory screen where the assembly code was set up determines pricing and printing.

B in the Unit field means that the assembly price is determined by totaling the list price of each individual item. Each item, along with its price, is printed.

BK in the Unit field means that the assembly price is set manually in the List Price field on the I screen of the assembly item. This price is displayed on the Assembly Item line of the invoice. Each item is printed on the invoice without a price.

BN in the Unit field means that the assembly price is set manually in the List Price field on the I screen of the assembly item. This price is displayed on the Assembly Item line of the invoice. Neither the items nor their prices are printed on the invoice, though they do appear on the screen.

Manufacturing Set Up (A)

The Manufacturing package allows the entry of an Assembly Item on the Customer work order and generating a shop work order to produce the item. When the shop work order is invoiced, it subtracts the parts from inventory and generates a bill for the Assembly providing history. Amounts for the parts and the Assembly are tracked to manufacturing accounts giving totals for inter-company production.

1. Financial/Chart of Accounts (G) - Enter sale and purchase accounts for inter-company manufacturing.
2. Sales/Customer Types (Y) Enter a (with a description of Manufacturing. For the sales code enter the G/L # for the Sales Manufacturing Account.
3. Purchases/Vendors (V) Enter a Shop vendor.
4. Sales/Customers (C) Enter a Shop customer with the same code as used on the vendor.

   a. In the Discount Level field, enter E followed by the overhead percentage. Example: E10.25 is 10.25% overhead. This field must at least have an E0.
   b. In Customer Type, enter (for Manufacturing.
5. Inventory/Item (I) Enter the manufactured item with the Shop for the vendor. Manufactured items may not have a B in the unit.
6. Inventory/Assemblies (A) Enter a breakdown of components for each manufactured item.

Manufacturing Operation (A)

1. On the Work Order (M), enter a customer order for the manufactured item.
2. After saving, run Report #1-11 Order Advisory. (A custom option can be added to the work order save menu to generate the shop work order.)
3. The shop work order will be displayed which needs to be saved.
4. Print the shop work order.
5. After item is manufactured, invoice the shop work order.
   a. Press **Alt+W** to copy ordered items to Ship.
   b. **F9, 7** to change the shop work order to an invoice and save.
   c. Finish the customer work order and change to an invoice.
6. Once a month close out the Shop bills by selecting them for payment on Check Writing and printing (/) screen. Since the bills are zero, this will only adjust the Manufacturing Purchase G/L to reflect the cost of the manufactured items.
7. To delete a shop transaction, delete the Shop invoice. This will also delete the associated bill.

Purpose of the Assembly Screen (A)

This screen is used for applications where a group of inventory items is priced and sold as a unit or assembly. Enter the Assembly code and list all the individual items under it. The price is calculated based on the list price of each item, unless you indicate otherwise.

The Manufacturing package allows the entry of an Assembly Item on the Customer work order and generates a shop work order to produce the item. When the shop work order is invoiced, it subtracts the parts from inventory and generates a bill for the Assembly providing history. Amounts for the parts and the Assembly are tracked to manufacturing accounts giving totals for inter-company production.

Inventory Reports (1)

For help with a specific report, type that report number and press **F1**. Or press **F1** while in the Report Generator.

The ABC Accounting software provides you with numerous reports in every module. Once you select a specific report, you are taken into the report generator. Here you can run the default report or make specific choices about which records you want to view, which dates you want included, an how you wish to view the report.

Overview of Options Given in the Report Generator

STARTING AT—Usually the first record from the file is entered here as a default record code. Press Enter if it is the one you want. If you wish to start the report from a different record code, enter that one. You may use **F6** to search for the code you want to use.

ENDING WITH—This is usually the last record in the file you are printing from. Press **Enter** to print to the end, or enter the code of the last record you want printed. Press **Alt+S** if you want the same code in the Ending With field as is in the Starting At field. Again, **F6** may be used to search for a record code.

Depending on which report you are running, there may be several links just below the Ending With field that allow you to specify which records you want to print this report for. For instance, if you want to only view records from today, click on the **Today** link. Most these links should be self-explanatory.

OUTPUT—Choose a print option. These options are discussed below.

- MY PRINTER—Click on the link of press **M** to print this report on your own printer rather than the default printer.

- PRINTER—Click on the link or press **P** and the report is sent to the default printer for reports.

- BROWSER—Click on the link or press **B** to send this report to a browser window where you can view it without printing it out.

- ADOBE PDF—Click on the link or press **A** to print this with the Adobe PDF tool. This creates a pdf file with the information and opens the file for you to view. This kind of file makes the report easy to email.

- TAB DELIMITED—Click on the link or press T to create a Tab Delimited file saved as a .tsv file to your computer. If you have not opened .tsv files with Excel before, you will need to right click on the file and choose to "Open" with Excel.

- XPORT (Export) —Click on the link or press X to save this report as a file on your hard drive. If you will be viewing this report in Excel, save as a .csv file. If viewing in Notepad, save as a .txt file.

Helps Accessed From the Inventory Reports (1) Screen

Inventory Listing (Report # 1-1)

This report may be sorted by: Item, G/L #, Vendor, Print Code, Location, Category, Job Class or Group Code.

Information shown on report: Item #, Description, Vendor, G/L Code, Stock Quantity, Restrictions, Unit, List, Cost, Tax Code, Location.

Inventory Quantities (Report # 1-2)

This report is a listing of: Item #, Description, Post Date, Month-to-date Sales, Prior Sales, Month-to-date Cost, Month-to-date Quantity Sold, Prior Quantity Sold, Stock Quantity, Going Quantity, Month-to-date Sample Quantity, and Year-to-date Sample Quantity.

Inventory Prices with Cost (Report # 1-3)

This report gives a listing of Item #, Description, G/L Code, Stock Quantity, Restrictions, List Price, Cost, and Update Code.

Inventory Revision Codes (Report # 1-4)

This report lists all the Inventory items that have a Revision, Core Charge Code, Activity Location, or an Automatic-order #.

Inventory Purchase History (Report # 1-5)

This report prints a detailed history of purchases for each item, based on accounts payable bills. You can enter starting and ending dates to see only purchases within a certain time period. You can use this report to analyze price changes from your vendors. It lists the reference #, date, invoice #, vendor code and name, quantity, price, and total amount. Serial numbers, if any, are included, as well as any freight or adjustment amounts. With each item total, the average cost appears.

Inventory Descriptions (Report # 1-6)

This report lists all the Inventory Item #s and their descriptions. The total number of items listed appears at the end.

Inventory Value (Report # 1-7)

This report prints the value of inventory on hand, including a total value for all items printed.

Value is stock quantity times cost from the Bill Entry screen.

A current date will give the value of the inventory at the time of printing. Any date may be entered, and the report will show the values for the beginning and end of that month.

This report lists Item #, Description, Quantity On Job, Quantity On Job + Stock Quantity, Cost, and Value. An * after an item means there have been no purchases or sales of that item since the OLD INVENTORY DATE which is set 2 years prior. Subtotals are printed at items having a T in the Print Code field. Items with an N in Minimum are skipped, as well as item numbers ending with an *.

When you run the report, you will be given the option to post to General Ledger. Selecting **P** for **P**osting creates an INVENTORY VALUE entry in the Computer Entries ledger. See help on Posting Inventory Value to General Ledger.

You will also have a summary option. If you select **S**, only the **S**ubtotals will be printed, without the detail.

Old inventory may be removed from the report by entering a start activity date or just old inventory may be printed by entering an end activity date. The defaults for these dates prints all items.

How Is Inventory Value Calculated?

To find the Stock Quantity for inventory value, the actual Stock Quantity is adjusted by adding On Job Quantity (items on a job but not yet sold), and subtracting Received Quantity (items received with a shipping ticket, but not yet paid for) unless you have the Shipping Tickets field filled in on the Company Setup (#) screen. See Posting Inventory Value to General Ledger.

Inventory value is based on the actual purchase costs of items. Costs are calculated using the first-in-first-out (FIFO) method, which means the most recent costs are used. For each item, the program starts with the most recent purchase and scans backward, if necessary, to find costs for the current stock quantity. If there is not enough purchase history to account for the current stock quantity, the remaining quantity is valued at cost.

Where a purchase cost was higher than the current cost, the item is valued at cost instead. Thus an item whose value declined will be valued at current cost.

If multiple costs are used to find an item's value, these costs are itemized on the report. This is why several lines may appear for a single item.

A zero cost on a bill will be automatically included (the Z is no longer needed). A cost will be skipped if the bill has X in the Update Code.

Posting Inventory Value to General Ledger

Before posting inventory value to General Ledger, the following account numbers must be set up on the Company Setup (#) screen: Inventory Start, Inventory Reversal and Sales Start. The Shipping Tickets account number must be filled in if you want to include shipping tickets. It must be blank to exclude them. Also, inventory and sales account numbers must be parallel and each stocked item must have the proper sales account number (Sale G/L #) filled in. For example, if Inventory Start is 100 and Sales Start is 5000, an item with a sales account of 5001 must have a corresponding inventory account of 101.

Posting inventory value creates two entries in the Computer Entries ledger. The 1st entry dated the end of the report month posts the value into each inventory account. The second entry, dated the 1st of the following month, reverses the 1st entry. Both entries use Inventory Reversal for the offsetting account. As a result, each inventory account is cleared at the beginning of the month, and reset to the ending value at the end of the month, so the net change reflects the change in value. The net change in total inventory value is posted to Inventory Reversal, but with the opposite sign.

Because this report does not sort items by G/L account #, the posted values do not necessarily correspond to the printed subtotals. They will correspond only if items with the same account # are grouped together in Item # order, with a subtotal at the end of each group.

Errors on Posting Inventory Value to G/L

There are two types of errors that may appear on this report when posting to General Ledger. A list of page numbers where such errors occurred will appear at the end of the report.

One type of error occurs when the G/L account number on an item is not a sales account. When this happens, the amount is posted to Suspense instead.

The second type of error occurs when you try to post an old report (earlier than the month before the latest Inventory Post Date). When this happens, you will be given the option to stop the report. If you choose to continue, the report will print without posting to General Ledger, and a message at the end will indicate the report is inaccurate.

Inventory Reversal

When using the accrual method of accounting, we use an Inventory Reversal account in reflecting the changes for Accounts Receivable, Accounts Payable, and Inventory.

Inventory reversal assesses current inventory value and backs it down by the amount spent in purchasing inventory this month to determine the months change in inventory.

Inventory Price List (Report # 1-8)

Use this report to print a price list that does not show costs. You can select any price level from A to D. If you don't specify a price level, Level A will be printed.

This report may be sorted by Item, G/L #, Vendor, Print Code, Group Code, Location, Category, Job Class, or Description. The Item #, Description, Unit, and Price will be printed, along with any special quantity prices for the selected level.

Inventory Mark-Up (Report # 1-9)

This is a listing of all Inventory Items with Description, Unit, List, and Cost. It also gives the percentage that List is marked up from Cost for each item.

Inventory By Vendor & Vendor Item # (Report # 1-10)

This report sorts inventory by four different fields: Vendor, Item # & Vendor 1, Item # & Vendor 2, and Item # & Vendor 3. These four lists are sorted together into one alphabetized list. The report includes Item #, Description, Vendor, G/L Code #, Stock Quantity, Restrictions, Unit, List Price, Cost, Tax Code, and Location.

Inventory Order Advisory (Report # 1-11)

This report shows suggested order quantities for all items whose available quantity is below Minimum. The available quantity is Stock Quantity minus the Customer Order Quantity plus the Vendor Order Quantity. The Vendor Stock Order Quantity is not included.

The suggested order quantity is Maximum minus available quantity. Items having an N (Non-inventory item) an O (Obsolete), or I (Inactive) in Minimum are not printed.

This report may be sorted by Item # or Vendor. If you select Vendor, you will be asked if you want Automatic Purchase Orders. If you enter **Y**, Purchase Orders will be generated for you when the report is run.

This report can be used with seasonal Maximums and Minimums. When asked, enter the period #, or press **Enter** for Period 1. For any item that has no Maximum and Minimum for the specified period, Period 1 will be used.

See helps given for the Maximum and Minimum fields on the Inventory screen.

If you want the report to exclude future customer orders from the calculations, enter the "For Delivery Through" date. Quantities from any customer order with a later delivery date will then be excluded on the report.

The report lists Vendor, Item #, Description, Location, Quantity sold year to date, 1 year ago and 2 years ago, Minimum qty, Maximum qty, Stock qty, Customer Order qty, Vendor Order qty, Stock Order qty, Quantity per case, Cost, Amount, (cost of order) and List Amount (retail value of order).

If an item is superseded (with New Item # filled in), and the new item has Min/Max already set, the old and new items are processed separately, like any other item.

However, if Min/Max are blank on the newest item (and any other items in sequence if a multi-level supersession), the quantities of the original item and the newest item will be added together, and an order (for the newest item) will be created based on that sum. The report will indicate that the item supersedes item xxxx.

In rare cases, a superseding item will appear more than once on the report. In such cases, previously ordered quantities are deducted so that the total quantity ordered is still correct.

Vendor Inventory Report (Report # 1-12)

This report prints the amounts and prices of the Inventory Items purchased from each Vendor for which there is activity. This report includes Reference #, Vendor Code & Name, Date, Invoice #, Item # & Description, Quantity, and Price.

Customer Inventory Report (Report # 1-13)

This report shows the Inventory items sold to each customer for which there is activity. It includes Reference #, Customer Code, Name, Address, Phone #, Date, Item #, Description, Unit, Quantity, Price, and Amount.

You will be asked for a starting reference number. To see the entire history, press **Enter.** To see only the more recent detail, enter a starting A/R Invoice number.

You also have the option of entering a Salesman code. This will print only customers with that code in the Salesperson field.

Inventory Price List by Print Code (Report # 1-14)

This report prints the Inventory List Prices sorted by Print Code. It lists the Item #, Description, Unit, Print Code, Location, and List Price.

When you are asked for a print code, you can press **Enter** for all items. If you enter a code, only items whose Print Code either matches or contains the code you entered will be printed.

Inventory List Prices & Stock (Report # 1-15)

This report gives you various options depending on how you want to print an inventory list.

Press **S** to print only inventory items that have a positive stock quantity. It will not list items that show zero stock.

Press **N** to print only inventory items that show a negative stock quantity. This is useful for checking for inventory mistakes or problems.

Press **O** to print inventory items that have stock and/or customer order quantities. One column gives the stock quantity, one column gives the order quantity and the third column gives the net total which equals the stock quantity minus the customer order quantity.

If you simply press **Enter,** the report lists all inventory items whether there is a stock quantity or not.

All of these options list the Inventory #, Description, G/L #, List Price and Update Code. All but the O option show the Inventory Restriction code as well.

Invoice Orders From Stock (Report # 1-16)

This report is an automatic invoicing program. Open Customer Work Orders are scanned. If there are items in stock to fill the orders, it will fill in the Ship field and create invoices for them, deleting each work order that has been totally filled. Any item that does not have enough stock to fill an order will automatically be back ordered.

When you are asked for a password, enter **PASS** unless another password has been set up.

This report skips estimates, orders with a + in the Bill Code field, and orders with a Job #.

Orders with an H (Hold) in Bill Code will not process until all the items on the order can be shipped. Items on the orders are re-priced according to the current price on the Inventory (I) screen unless Bill Code on the order has a Q (Quote) in it. Orders with a Q in Bill Code will use the price on the order. Orders with a B (Both) in Bill Code will have the functions of both H and Q. Orders with nothing in Bill Code will re-price and ship whatever is in stock even if the shipment is partial.

You may want to run this report each time after you receive a shipment and enter bills from Vendors. This will keep your customer orders up to date without paging through to check if you have stock for the items on order.

All Serial Numbers (Report # 1-17)

This report prints a listing of all the serial numbers for each inventory item you track. It shows the Inventory Item # and its Description, followed by a list of all the serial numbers for that item. For each serial number, it shows location, quantity on hand, quantity sold, and rebate quantity.

You may print the report for a specific location, as entered on the Inventory Serial Number ('F) screen. Enter the Location code you want, or dash (-) for unspecified (serial numbers with no Location code) or **Enter** for all serial numbers.

You can also enter a starting and ending date to print only serial numbers that have had transactions within a certain time period.

Serial Numbers On Hand (Report # 1-18)

This report lists only the serial numbers that are in stock, for each item you track. It shows the Inventory Item # and its Description, followed by a list of the serial numbers on hand for that item. For each serial number, it shows location, quantity on hand, quantity sold, and rebate quantity.

You may print the report for a specific location, as entered on the Inventory Serial Number ('F) screen. Enter the Location code you want, or dash (-) for unspecified (serial numbers with no Location code) or **Enter** for all serial numbers.

Inventory Sales History (Report # 1-19)

This report prints a detailed history of sales for each item, based on accounts receivable invoices. It lists the Item # and Description followed by the Invoice #, Slip #, Date, Customer Code and Name, Quantity, Price, Unit, Amount, Cost, and Cost Amount, with totals for each item, and a grand total at the end. With each item total, the average price appears. Cost and Cost Amount do not appear when the report is run on the screen.

When you run the report, you have the option of pressing **S** to print only the **S**erial # items (items with a Y in Track Serial #). You can also enter starting and ending dates to see only sales within a certain time period.

Inventory Purchase Orders (Report # 1-20)

This report prints a listing of the Purchase Orders sorted by Item #. It lists the Item # and Description, followed by the Purchase Order # and Date, Vendor Code and Name, Order Quantity, Receive Quantity, Price, Amount, and Ship Date, with totals for each item, and a grand total at the end.

Inventory Sales Order Detail (Report # 1-21)

This report prints a listing of the Sales Orders from the Customer Work Order (M) screen, sorted by Item #. It lists the Item # and Description, followed by the Order # and Date, Customer Code and Name, Quantity Ordered, Price, Unit, Amount, Cost, and Cost Amount, with totals for each item, and a grand total at the end. With each item total, the average price appears. Cost and Cost Amount do not appear when the report is run on the screen.

You can also enter starting and ending dates to see only orders within a certain time period.

Inventory Material (Report # 1-22)

ABC MATERIAL COSTING MODULE—This report prints a listing of inventory items with the job material entries for each one from the Material screen. It lists the Material #, Date, Job #, Job Name, and Quantity.

When you run the report, you will be asked to choose one of the following options to select which material to print:

U—material not yet billed (**U**nbilled)

T—material billed **T**ime & material

C—material billed under **C**ontract

Customer Orders Status (Report # 1-23)

This report lists orders in numerical order, showing all the items on each order. For each item, it shows the date the item was last ordered from a vendor if the item is on order, and the date the item was last received if the item is in stock.

It lists the Customer Code & Name, Order #, Date, Item # and Description, Salesman, Slip #, Job #, Quantity Ordered, Vendor Code, Date Last Ordered, and Date Last Received. An asterisk (*) appears if the quantity in stock plus the quantity on purchase orders is not enough to cover the quantity on customer orders.

This information comes from the Inventory screen, Customer Orders, Purchase Orders, and Bills.

Inventory Stock Adjustment Value (Report # 1-24)

This report calculates the value of inventory adjustments as entered in the Inventory Stock Adjustment (=) screen. When you run the report, enter the starting and ending reference numbers to tell which adjustments to include.

Values are calculated the same way as on Report # 1-7, INVENTORY VALUE, except instead of using the Stock Quantity, this report uses the Variance (which is the amount the Stock Quantity changed).

Receivable Job Orders (Report # 1-25)

This report prints a list of the orders on record that have job numbers entered on them.

It lists the Order #, Date, Job #, Customer Code, Customer Name, Item Code, Item Description, Order Quantity and Stock Quantity.

Inventory Pricing Levels (Report # 1-26)

This report is a list of Inventory items, showing Item # and Description, Unit, Cost, List Price, and the actual prices for Discount Level A, B, C, D, and Special Discount. Any quantity prices are also listed. With each price printed, the markup percentage (over Cost) is shown. It does not print inventory items with an N in Minimum.

Inventory Discount (Report # 1-27)

This report lists all items from the Inventory (I) screen, giving the Item #, Description, Unit, Cost, List Price, Discount Level A, B, C, and D, and Special Discount.

Inventory Cross-Reference (Report # 1-28)

This report prints a list of all Inventory items that have a New Item # set up. It prints the Old Item # and the New Item # for cross-reference.

Inventory Minimum and Maximum List (Report # 1-29)

This report lists the minimum and maximum quantities for each inventory item that has the Minimum and/or Maximum fields filled in. It lists the Item #, Description, and quantities for up to 13 periods. See help on Maximum and Minimum fields of the Inventory screen for more help on this.

Monthly Quantities Sold (Report # 1-30)

This report allows you to print the quantities sold for any period of time. It prints the months of the year across the top of the page and lists the quantities sold under the proper months. This report covers a 12 month period ending with the month specified by the Report Date.

If an item was sold with different Units during the report period, quantities for each Unit will be listed on a separate line.

Monthly Quantities Purchased (Report # 1-31)

This report allows you to print the quantities bought for any period of time. It prints the months of the year across the top of the page and lists the quantities bought under the proper months. This report covers a 12 month period ending with the month specified by the Report Date.

Note: This report uses the Invoice date from the Bill Entry screen and not the Control date to determine in which month an item was purchased.

Quantities Bought And Sold (Report # 1-32)

This is a combination of Report # 1-30, MONTHLY QUANTITIES SOLD and Report # 1-31, MONTHLY QUANTITIES PURCHASED.

It allows you to print the quantities bought and sold for any period of time. It prints the months of the year across the top of the page and lists the quantities bought and sold under the proper months. This report covers a 12 month period ending with the month specified by the Report Date. A **B** indicates quantities **B**ought; an **S** indicates quantities **S**old.

If an item was sold with different Units during the report period, quantities for each Unit will be listed on a separate line.

Note: This report uses Invoice date from the Bill Entry screen and not Control Date to determine in which month an item was purchased.

Inventory Shipping Ticket Detail (Report # 1-33)

This report prints a listing of the shipping tickets from the Bill Entry (B) screen, sorted by Item #. It lists the Item # and Description, followed by the Bill Entry Reference #, Invoice Date, Invoice #, Vendor Code and Name, Quantity, Price, and Amount, with totals for each item, and a grand total at the end. With each item total, the average price appears.

Serial Number Sales & Service Detail (Report # 1-34)

If you want to track Sales and Service Detail for some of your Inventory items, you must put a **>** sign in the Unit field and a **Y** in the Track Serial # field on the I screen where the Inventory item is set up.

Report # 1-34 lists the invoices which show the sale or service of serial-numbered items that were set up as described above. The report displays the item code and serial number, separated by a slash (/), and the item description. Next it lists the Reference (Invoice) #, Date, Customer and total invoice amount. Following are listed each line from the invoice with the item code, description, quantity, price, and amount.

To show the service history of an inventory item, the invoice must have the item listed with a >, the item code, a /, and the serial number.

Here's an example of entering service history for a customer's lawn mower.

When you originally bought the lawn mower, you entered the purchase into your ABC Accounting software. You used a code for that model of lawn mower, that had been set up on the I screen with a > in the Unit field and a Y in the Track Serial Number field.

When you sold the lawn mower, the serial number was entered on the customer's invoice.

To bill him for service performed, go to the R screen. Type in his customer code and press **Enter**. Press **Shift+Up** arrow to place your cursor on the first line of the invoice.

To display all items purchased by this customer which have Serial Numbers and Service Tracking, type a **>** and press **F6**. (Do NOT press **Enter**.) This brings up the list. Using the **Up** or **Down** arrow keys, choose the item which is being serviced and press **Enter**. This puts a >, the item code, and the serial # on the invoice. Enter the parts being used and whatever labor is being billed on the following lines. Complete the invoice as usual.

Physical Inventory Listing (Report # 1-35)

This report may be sorted by Item # or Location. It prints a list of the inventory items with the Location, Item #, New Item # (if the item # was changed), Description, and List Price. Printing Stock Quantity (with serial numbers, if there are any) is optional. It also prints blanks for you to fill in the actual count and notes beside each item. Lines are provided at the bottom of the page for you to write in additional items.

This report does not print inventory items with an N in Minimum.

For information on entering physical inventory counts, see the help titled "Taking Inventory."

Inventory Customer Order Quantities (Report # 1-36)

This report lists items that have a Customer Order Quantity, which means they are on the Customer Order screen. The report shows Item #, Description, and Customer Order Quantity.

Inventory Variance At Cost (Report # 1-37)

This report goes through the records on the Inventory Stock Adjustment screen and calculates how much you gained or lost by adjusting your inventory stock. When you run the report, enter the starting and ending reference numbers to tell which adjustments to include.

The report lists the Entry #, Location, Item #, Description, Stock Quantity (before adjustment), Count, Variance, Price (from the current Cost), and Amount. At the end of the report, it shows either gain or loss; a positive number is gain, and a negative number is loss.

Adjustments By Inventory Item (Report # 1-38)

This report lists Inventory Stock Adjustments (from the = screen), sorted by Item #. It lists the Item # and Description, then for each adjustment it shows the Date, Reference #, Stock Quantity (before adjustment), Count, Variance, and Remark (if there is one).

Inventory Assemblies (Report # 1-39)

This report lists each assembly that has been set up on the Assembly (A) screen. First it gives the Code of the assembly and its Description. Then each item of the assembly is listed with its Item #, Description, Quantity, Remark, Cost and Last Purchase Date. There is an Assembly Total of the Cost for each Assembly.

Change Inventory Codes (Report # 1-40)

Ask for help from your ABC Accounting representative before running this report.

Financial

Chart of Accounts (G)

Overview of the Financial Module

The ABC Accounting Financial module could be called the core of this accounting program. It includes the Chart of Accounts, Check Ledgers, Checkbook Balancing, and a large variety of reports (including the very important Financial Statements).

The related modules, such as the Sales module and the Purchases module, are subsidiaries to the Financial module and channel their information into it.

The Financial module, as well as the other modules, can be operated independently; yet together they make up a complete accounting package.

The Financial module, independently of all the other modules, accumulates the financial data entered from checks, deposits, adjustments, etc., and uses them to prepare financial statements. It can be used to print out checks as the amounts are entered into the ledger. It is also capable of entering after-the-fact data from a check ledger as well as accepting non-cash adjustment entries.

The ABC Financial module includes two types of trial balances to insure that the total debits and the total credits entered are equal. The one trial balance prints out each account with a balance and lists that balance either as a debit or as a credit balance. The other trial balance shows individual transactions for each account. This option makes it easier to trace individual accounts.

The final product of any General Ledger system is the financial statements derived from the raw data. ABC Accounting's Financial Module has the capability to print either individual financial statements or departmentalized financial statements with a multiplicity of departments.

To generate departmentalized financial statements, the chart of accounts must be categorized properly. Study carefully "Departmentalized Financial Statements" in your manual before setting up a chart of accounts for departmentalized statements.

BE SURE TO DO THIS BEFORE ENTERING DATA!
ONCE ENTERED INTO A STANDARD CHART OF ACCOUNTS,
IT IS TOO LATE
TO DEPARTMENTALIZE FOR THOSE ENTRIES!
Contact your ABC Accounting representative
for help in setting up or adjusting your Chart of Accounts.

The Chart of Accounts is the data base containing all the financial accounts of your business. Each category or account in the Chart of Accounts is referenced by a specific account number.

These numbers must fall within specific categories, so if you are unsure of yourself, make sure you contact your ABC Accounting representative before entering new accounts.

The Chart of Accounts gives account balances as well as monthly money amounts. It also has reports that show monthly or yearly trial balances.

Helps Accessed From the Chart of Accounts (G) Screen

File Help (G)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (G)

F7—loads previous record.

F8—loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Tools Help (G)

Alt+C—This can be used when you want to transfer all the information from one account into another account.

Load the account that you want to transfer.

Press **Alt+C.**

When the message box: *"Enter the account # to change to." pops up,*

Enter the account # that you want to transfer the information to.

If the account:

did not previously exist, it is set up, using the same account name. The account data is transferred to the new account.

already exists, the a message box pops up, saying, *"Acct.# xxx already exists. Do you want to merge detail? Yes / No?"*

Press **Y** to transfers the information to the specified G/L account. It does not change the name of the existing G/L account.

Press **N** to cancel the operation.

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this account. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the currently loaded G/L # on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type GLIST. Ctrl+W

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Shift+F3—brings up an accountant's* calculator when you press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (G)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

L—runs the trial balance report for the previous month of the G/L account currently on the screen.

M—runs the trial balance report for the current month of the G/L account currently on the screen.

P—runs the Year-to-date trial balance report, as of the end of the Prior Month, of the G/L account currently on the screen.

Y—runs the Year-to-date trial balance, as of the current date, of the G/L account currently on the screen.

C—runs a Cash Flow report for the month.

Account # (G.0)

Your ABC Accounting representative has set up a basic chart of accounts for you. To enter new accounts, make sure they fit appropriately under the existing headings.

Please feel free to contact your ABC Accounting representative for help.

One general method for organizing the Chart of Accounts, as used by ABC Accounting is as follows:

100	Assets
110—998	Current Assets
1000—2799	Inventory
2800—2899	Fixed Assets
2900—2959	Accumulated Depreciation
2960—2999	Other Assets
3000	Liabilities
3010—3599	Current Liabilities
3600—4799	Long Term Liabilities
4800—4999	Capital Accounts
5000—6998	Sales
7000—8799	Cost of sales
8800—8999	Other direct Costs
9000—9799	General & administrative
9800—9899	Other Income
9900—9999	Other Expenses

The Inventory, Sales, and Cost of Sales should be a multiple of 100 apart from each other.

Account Name (G.1)

Enter the title of the account the way you want it to appear on the Financial Statement.

Statement 1 (G.2)

This field specifies how each G/L account is used on financial statements.

For example, will it be used as a heading, a subheading, an asset, a total, etc.?

You will use 0—2 letters in this field, depending on its function on financial statements. The following letters may be used. For a more detailed explanation of their functions, see the following pages.

1st Letter Options
B—**B**ank Account
O—**O**pening Bank Balance
C—**C**redit Card Ledger
M—**M**ain Heading, Form Feed
N—Main Heading, **N**o Form Feed
H—**H**eading
I—Centered Heading
R—**R**estricted
S—**S**ubheading
T—**T**otal
A—**A**ccumulate
E—**E**nd Accumulate
V—Inventory **V**aluation

2nd Letter Options
A—**A**ssets
L—**L**iabilities
S—**S**ales & Tot. %
E—**E**xpenses
O—**O**ther Income

2nd Letter When 1ST Is T
M—Total **M**ain Heading
H—Total **H**eading
S—Total **S**ubheading
I—Total **I**ncome
E—Total **E**arnings

2nd Letter When 1ST Is V
(for use with Statement 1 field only)
B—**B**ill used for Cost of Sales
R—**R**eceivable Invoice Cost

1st Letter Options for Statement Headings Explained

1. **B** (Bank Account)—Enter **B** for any ledger accounts.

2. If you use **O** (*Opening* Bank Balance), the 4—18 Statement will print the opening balance instead of the change for the period.

3. **C** (Credit Card Ledger)—Used on credit card accounts when set up with a ledger for check-writing. It allows use in bank account ledgers, so you can pay the credit card from a checking account, without double entering. It skips printing when generating a payment to apply a payment to bills.

4. **M** (Main Heading)—Entering **M** indicates that this is a main heading (e.g. Assets). This heading will be centered on the line and will begin a new page. (See # 5 if you do not want to begin a new page.)

    a. Enter **MA** for ASSET main heading. The **A** specifies that the following accounts will be assets (credits) until another account has a different second letter in the Statement field.

    b. Enter **ML** for LIABILITIES AND OWNER'S EQUITY heading. The **L** specifies that the following accounts will be liability, owner(s)' equity, or other accounts which normally contain debit (negative) balances.

    c. Create an account at the beginning of the Income Statement with no title. Enter **MS** as the statement field of this account. This account indicates the beginning of the Income Statement. This "dud" account is necessary to indicate that this is another page of the financial statements. This account cannot be used as the Sales heading because the Sales heading needs to be left-hand justified. An **M** centers the title horizontally.

5. **N** (Non-paging, Main Heading) Use **N** for main headings for which you do not want to begin a new page. The N option works exactly like the M option except that a new page will not begin here. The N option is most frequently used for the LIABILITIES & OWNER'S EQUITY account if a one page financial statement is desired. No second letter is needed for the Equity Accounts since they are credits, just as the liability accounts are.

6. **H** (Heading)—Use this entry for left-hand justified titles such as CURRENT ASSETS, SALES, etc.

7. **I**—This entry is identical to the H entry except that the heading is centered. This entry is used for the LIABILITIES and the OWNER'S EQUITY headings on the Balance Sheet.

8. **R** (Restricted)—Like a bank account, to be used on ledgers 1 and 2 only, not on bank ledgers.

9. **S** (Subheading)—Use this entry for a subheading such as ACCUMULATED DEPRECIATION. Also use it for the CURRENT LIABILITIES and the LONG-TERM LIABILITIES sections. The S indents the account title three spaces. In the case of the ACCUMULATED DEPRECIATION account, enter an L for the second letter in the statement field. Although this account is not a liability, it is a credit balance account on the Balance Sheet. Entering an L will keep the amounts from showing as negative numbers on the Balance Sheet.

10. **T** (Total)—The program automatically labels totals the same as the heading title. For example, when printing accounts under the title CURRENT ASSETS and it accesses an account which the statement field indicates is another heading, it will automatically print a line TOTAL CURRENT ASSETS and print out the total. Use the following choices if you desire to use a totals title which is different from the related heading title.

    a. **TM** for total main heading

    b. **TH** for total heading

    c. **TS** for total subheading

    d. **TI** (Total Income) Totals Income up to that account number on the income statement but doesn't close out income totals. This should be used for lines such as the Gross Profit line on the Income Statement.

    e. **TE** (Total Earnings) Prints total earnings. This must be entered at the end of the Balance Sheet in the Year-to-Date account, the last account on the Balance Sheet.

11. **A** (Accumulate)—This option causes the program to accumulate totals from other accounts into the current account. All the accounts which follow this account will be accumulated and printed after the title of the

current account until an account is accessed which contains an E (End) in this field or which is a heading account.

For example, if Account 160 contains an A in this field and account 169 an E, the total for all accounts from 160 to 169 will print after the title of account 160. This is merely a calculation; the figures are not actually moved from the G/L account in which they were entered.

12. **E** (End)—Ends accumulating and prints out total amount accumulated. See # 11 above.

2nd Letter Options for Statement Headings Explained

Note: The second letter automatically defaults to whatever letter was last entered as the second letter in the statement field. For example, the MA entered on the statement field of the ASSETS account automatically makes all the accounts assets until the SL entered for ACCUMULATED DEPRECIATION indicates the beginning of accounts with credit balances.

1. **A** (**A**ssets)—Indicates the first asset account on a statement.

2. **L** (**L**iabilities)—Indicates the first liability account on a statement.

This label can also be used to reverse a negative number for printing, such as entering an L to keep the Accumulated Depreciation accounts from printing as a minus on the Balance Sheet.

3. **S** (**S**ales)—Indicates the first income account on the Income Statement. This letter shows which account will be the first account for accumulating sales. It keeps on accumulating until the program encounters an E for expenses.

The S as the second letter in the Statement field may also be used to calculate the percentage of sales on the Income Statement.

Never use an S twice on an income statement, or sales will be accumulated only from the second S entry.

4. **E** (**E**xpenses)—Indicates the first expense account on the income statement.

5. **O** (**O**ther Income)—Indicates other income. The difference between the O and the S is that this option does not trigger the percentage of sales calculation.

Remark Y/N/T/B (G.3)

Entering a **Y** in this field causes the cursor to stop automatically at the Remark field when entering amounts into this ledger account, using the Ledger screen.

An **N** will cause the cursor to skip the Remark field. Although not as convenient, it is still possible to enter a Remark by pressing **Shift+Tab** in the field immediately after the cursor skips the Remark field.

A **T** will require a *tag* when the account is used on a bill or a check. Tags allow you to track expenses by independent classifications; for example a piece of equipment or a vehicle. Tag codes are set up in the job class screen. Tags are entered in the Job Class field on a bill, or in the Remark field on a check. On checks, tags are marked by angle brackets. For example, if you use **F1** as the Job Class for Forklift #1, the tag on the check would be **<F1>**. To get a report of expenses by tag, run report 4-15, Trial Balance from Detail, and at the summary/tag option enter the tag(s) you want.

A **B** will provide the functions of both the Y for remark and T for tag.

1099 Field (G.4)

An entry in this field indicates that a Form 1099 is required for payments totaling more than a specified amount ($600 in most cases but $10 for royalties paid and interest paid by a bank or anyone in the business of lending money). At the end of the year, the program has the capability to prepare 1099s for those vendors to whom you are required to furnish Form 1099s. Entering a number in this field specifies the type of 1099 required.

11 Miscellaneous Expenses (1099 MISC)
12 Rent Expenses (1099 MISC)
13 Interest Expenses (1099 INT)
14 Royalty Expenses (1099 MISC)
15 Attorney Expenses (1099 MISC)

Note that even though several of these types of expenses are reported on Form 1099 MISC, they need to be kept separate because the amounts are reported on different blocks on the form.

See the helps titled "1099s—Generating" and "1099s—Required Entries" on the 'v screen.

Type M/S/A (G.5)

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

ABC JOB COSTING MODULE—If you are not using the Job Costing module, leave this field blank.

1. If you are using Job Costing, enter **M** for **M**aterial, **S** for **S**ubcontract, or **A** for **A**ll.

2. A Purchase Order or Bill that has a Job number and an **S** in the M)aterial, D)irect, S)ubcontract field requires an **S** or **A** in the Type M/S/A field of that account.

3. A Purchase Order or Bill that has a Job number and an **M** in the M)aterial, D)irect, S)ubcontract field requires an **M** or **A** in the Type M/S/A field of that account.

4. If the Purchase Order or Bill does not have a Job number, you may use accounts with an **A** type or with **N**o type specified.

Alternate General Ledger Account # (G.6)

You can use this to give another number to this Account. This gives you flexibility when running Report # 4-18, FINANCIAL STATEMENTS.

When you run Report # 4-18, FINANCIAL STATEMENTS, and you choose **S** for **S**ort, the Accounts WITH Alternate General Ledger Account #s will be listed after the Accounts without.

Note (G.7)

This field is provided for your use as an informational field about this account.

In the event of a long note, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

Statement 2 (G.8)

You are given 3 statement format options. The same codes are used to identify headings, subheadings, totals, etc. as were described in the Statement 1 field help.

When Report # 4-18, FINANCIAL STATEMENTS, is run you are asked which Statement, 1, 2, or 3, is desired.

The code **A** is one which is often used in this type of Statement. It accumulates totals from various accounts and prints them all labeled with one account name.

Statement 3 (G.9)

You are given 3 statement format options. The same codes are used to identify headings, subheadings, totals, etc. as were described in the Statement 1 field help.

When Report # 4-18, FINANCIAL STATEMENTS, is run you are asked which Statement, 1, 2, or 3, is desired.

The code **A** is one which is often used in this type of Statement. It accumulates totals from various accounts and prints them all labeled with one account name.

Use Tax Item# (G.10)

Enter a use tax item code, set up on the Inventory item screen, to track use tax on expense accounts. Enter the code on any accounts for items that you use in your business, but not on purchases for resale. You will be able to get reports of purchases without sales tax to accurately report use tax to your state.

To set up a use tax item on the Inventory item screen, enter an Item# and Description, enter **%** in Unit, enter the use tax percentage in List (**6.00** for 6%), and enter **U** in Tax.

Also on the Inventory items screen, you will want to set up an item for sales tax on purchases. On this item, enter **P** in Tax. Then when you enter a bill which already includes sales tax, use this item to enter the sales tax. This will prevent use tax being calculated on the bill.

When you pay a bill that is subject to use tax, the use tax item# is added as a tag in the Remark field on the check. Also, if you enter a check directly into the Ledger, a use tax tag is automatically inserted whenever you enter an account # that has a Use Tax Item # filled in. On checks entered this way you can manually remove or add the use tax tag. A tag is marked by angle brackets, such as **<.PAU>** for use tax item # **.PAU**.

To run a report on purchases subject to use tax, run report 4-15, Trial Balance from Detail, and at the summary/tag option enter the tag(s) you want.

Periods Per Year (G.597)

Enter 12 if using monthly periods, 13 if using 4 week periods, 4 if using quarterly periods, etc. This field must be entered before beginning to enter data into the Next Period Ending field.

Next Period Ending (G.1077)

This field allows you to define the ending date for the Chart of Accounts periods.

However, the number of periods in a year must be entered in its proper field (the # Periods/Year field at the bottom right of the Chart of Accounts (G) screen) before beginning this procedure.

These periods must be set up at least one period ahead of the current period when posting open accounts payable and inventory value to the Chart of Accounts.

We recommend entering as a part of the initial setup the ending dates for each of the periods in the current year up to the present date. The first entry to be made is the previous year-end date.

For example, if setting up accounts on a monthly basis, first enter the ending date of the last year and then set up the monthly periods by entering the last day of each month.

If your accounting year is the calendar year and the current year is 2005, the first entry into this field would be 12-31-04, the end of the previous year.

Upon pressing **Enter,** the program will request that you verify the date, and then will enter it onto the lower half of the screen.

The next entry will be the end of the first period in the current year, in this case 1-31-05. Repeat the process for 2-28-05 and so on up to the end of the current month.

Once you have completed these entries for the first account, the remaining accounts which you set up in the G/L Chart of Accounts (G) screen will automatically contain the same dates.

It is possible to clear these dates from the screen by entering **Alt+D**. HOWEVER . . .

ONLY DO THIS BEFORE ANY AMOUNTS ARE ENTERED INTO THE G/L ACCOUNTS. IT IS VERY DANGEROUS TO DO THIS IF DATA HAS BEEN ENTERED INTO THE G/L ACCOUNTS BECAUSE THE DATA ALREADY ENTERED WILL NOT NECESSARILY BE IN THE CORRECT PERIOD IF NEW PERIODS ARE THEN SET UP.

Chart of Accounts Setup—Entering Account Balances (G)

1. Obtain setup balances from your accountant.
2. Enter these under F10, - (dash), 2 (Adjustment Entries).
3. Check # 1 will automatically be selected unless it was used already.
4. Enter the date of the setup balances, usually the end of a month.
5. Type SETUP BALANCES in the Vendor Code & Name field.
6. Skip the Check Amount field.
7. Enter each account # and amount from the setup balances provided by your accountant.
8. Enter credits with a minus sign.
9. When all account #s and amounts are entered, the Distribution field should be zero.
10. If it is not zero, enter the amount that is in the Distribution field into the Owner's Equity account. (ABC's standard equity account is 4010).
11. Press F9 to save the entry.
12. Enter any transactions that took place after the setup balances were calculated that have not yet been entered. (This would include things like hand written checks rather than printed ones.)
13. Enter these into the check ledger, usually F10, - (dash), 3.
14. Enter the check #.
15. Enter the date.
16. Enter the vendor code.
17. Enter the amount.
18. Enter the disbursement (account # and amount).
19. Remember to use F9 to save each entry.
20. Ledger entries MUST be in order by months. For example, Check # 100 must not be in May if Check # 99 has a June date.
21. Make entries for any other transactions, such as bank charges, interest, payments automatically deducted from your account, etc.

22. Enter all deposits made to your bank account since the date of the setup balances.
23. Enter an adjustment entry for the sales for each month since the date of the setup balances.

Departmentalized Financial Statements (G)

Departmental Financial Statements are financial statements which disclose the financial information for both the enterprise as a whole and the individual departments of the business.

For example, a retail firm which markets both hardware and dry goods could, with proper accounting procedures and arrangement of accounts, generate financial statements which disclose both the financial statements for the individual divisions as well as an overall financial statement. This firm would then receive three financial statements, one for the hardware section, one for the dry goods division, and one for the entire business.

It is also possible to create statements in which only the Statement of Income is departmentalized.

BE AWARE that useful departmentalized financial statements require more detailed record keeping and data entry than does a standard financial statement.

ABC's departmentalized financial statements are designed by structuring a chart of accounts in which the accounts to be combined are 100, 1,000, 10,000, or 100,000 numbers apart.

For example, if the combined Income Statement account number for Sales is 501, the account number for Sales—Hardware would be 1501 (501 + 1000) or 10501 (501 + 10000) and the account number for Sales—Dry Goods would be 2501 or 20501.

You are allowed a total of nearly 1,000,000 accounts.

Therefore, if the corresponding account numbers are 1,000 apart, 999 departments with 999 accounts are possible. (You would use three digit account numbers and three digit department numbers).

If they are 10,000 apart, 99 departments with 9,999 different accounts are possible! (You would use two digit department numbers and 4 digit account numbers).

To activate the departmentalized function, two fields need to be accessed on the Company Setup (#) screen. To go to that screen, press **F10** and then **#**. These fields are the Department Start number and the Multiplier number.

Department Start #

This is the account number where the departmentalization is to begin.

For example, to have a combined Balance Sheet and a departmentalization of the Income Statement, enter the first sales number in this field. No entry is needed if the entire statement is to be departmentalized.

Multiplier

Enter here the number of available accounts intervening between corresponding account numbers.

For example, if combined sales is 501, Hardware Sales is 1501, and Dry Goods Sales is 2501; the multiplier is 1000.

Overview of Financial Statements (G)

In order to organize your financial records in a way that will produce accurate, intelligible financial statements, a rudimentary knowledge of accounting fundamentals is necessary. An overview of financial statements follows.

The two principal financial statements are the Balance Sheet and the Income Statement (also called the Profit and Loss Sheet). The Balance Sheet shows the net worth of a business as of the last day of the accounting period. This includes the assets which a business owns, the debts (liabilities) which they owe, and the equity or the net worth of the business. The net worth of a business equals the assets of the enterprise minus its liabilities.

The Income Statement shows the profit or the loss of a business during the accounting period ending on the Balance Sheet date. The profit (or loss) is calculated by subtracting expenses for the period from the corresponding revenues.

The Income Statement has a basic format, but the details vary somewhat according to the type of business being reported.

A service business (like tax preparation services) usually has the simplest Statement of Income because it simply lists the revenues and then the various categories of expenses and subtracts the total expenses from the total revenues.
A retail organization first of all subtracts the cost of goods sold from the sales to arrive at the Gross Profit. Then the overhead expenses are listed and totaled and subtracted from the Gross Profit to arrive at the Net Profit.
The Income Statement of a manufacturing concern is much like that of a retail business except that the cost of goods sold section is much more involved.

These descriptions of the financial statements are generalizations. Actual statements can be much more complex.

See the illustrations of the Balance Sheet and the Income Statement on the following pages. A more detailed description of both financial statements follows.

Preparing Financial Statements

A. Methods of Accounting

1. The Cash method of accounting records income when the payment is actually received. Expenses are not recorded until the bills are paid.

2. The Accrual method declares income and reduces inventory when the accounts receivable invoice is made. Expenses and inventory increase are declared when the accounts payable bill is received.

While the Cash method is a simple method of bookkeeping and defers declaration of income until you receive the money, it can distort your profitability because inventory fluctuates without reflecting the fluctuating balance.

B. The Balance Sheet

1. The **Asset** section of the balance sheet shows the value of all assets of monetary value which the business owns. Asset accounts are categorized in three classes.

a. **Current Assets—**Current assets include cash and other assets which are likely to be converted into cash during the next fiscal year.

b. **Fixed Assets**—Fixed assets are those assets which will be used in the business over a period of several years or longer. These are not written off as expenses in the year purchased, but are rather depreciated over the life of the asset (the most notable exception being that land is not depreciable). The value of fixed assets shown on the balance sheet is usually their cost minus the depreciation that has already been claimed.

c. **Other Assets**—Those assets other than fixed assets which will not be converted into cash during the next year are referred to as Other Assets. An example of other assets would be the long-term portion of notes and bonds receivable.

2. The **Liability** section of the balance sheet lists all debts owed by the company and is usually divided into two classes.

a. **Current Liabilities**—Liabilities which are due to be paid within the year, such as accounts payable, taxes payable and the portion of notes payable within one year, are current.

b. **Long-term Liabilities**—Liabilities which are not due within the next year are long-term liabilities. Examples of long-term liabilities include the long-term portions of notes payable, bonds payable and mortgages payable.

3. The **Owner's Equity** part of the balance sheet shows the cost of the enterprise and is equal to the assets minus the liabilities.

a. The Owner's Equity section has different names depending on the form of the business. The accounts included in this section are known as the capital accounts.

i. **Owner's Equity** is the title used for a **sole proprietorship** (when only one person owns a non-incorporated business). If the enterprise is a sole proprietorship, the capital account will usually show the name of the owner (for example, John Doe, Capital).

ii. **Partnership Equity** is used for a partnership. A partnership will list the capital accounts of each partner and often includes a loan account and a draw account for each partner as well.

iii. **Stockholders' Equity** is the title for a corporation. A corporation will show the value of the stock or of the various classes of stock.

b. For sole proprietorships and partnerships, the earnings accumulate in the owner's **Capital Account**. (However, a **Year-to-date Earnings** Account is

often used until the end of the year and then the total earnings or losses for the year are adjusted into the Capital Account.) For a Corporation, the profits and losses accumulate in the Retained Earnings Account.

4. The final line on the balance sheet is titled Liabilities and Owner's Equity. Because the debits must equal the credits, the Total Assets equal the sum of the Liabilities and Owner's Equity.

5. Notice that the Balance Sheet for XYZ Distributors is set up with a three column format. This displays the months November and December respectively, and then shows the difference between what was earned or lost those months.

XYZ Distributors
Periods as Indicated
Balance Sheet

ASSETS

Current Assets	12/31/04	11/30/04	Change
Cash—Commerce Bank	119.73	129.38	-9.65
Accounts Receivable	4123.43	3978.40	145.03
Inventory	12483.54	11659.32	824.22
Total Current Assets	16726.70	15767.10	959.60
Fixed Assets			
Fixed Assets Before Depreciation			
Equipment	21347.83	21178.65	169.18
Office Equipment and Fixtures	4138.87	4182.45	-43.58
Buildings and Land	102456.92	102456.92	0.00
Total Fixed Assets Before Depreciation	127943.62	127818.02	125.60
Less Accumulated Depreciation			
Accumulated Depreciation of Equipment	2395.00	3129.00	-734.00
Accumulated Depreciation of Office Equipment	1159.00	1084.00	75.00
Accumulated Depreciation of Buildings	7084.00	6884.00	200.00
Total Accumulated Depreciation	10638.00	11097.00	-459.00
Total Fixed Assets	117305.62	116721.02	584.60
TOTAL ASSETS	134032.32	132488.12	1544.20

LIABILITIES

Short-term Liabilities			
Accounts Payable	2385.69	2673.94	-288.25
Payroll Taxes Payable	537.94	45.21	492.73
S/T Mortgage Payable—Commerce Bank	3730.52	3648.89	81.63

Total S/T Liabilities	6654.15	6368.04	286.11
Long-term Liabilities			
Note Payable—Jason Doe	9000.00	9000.00	0.00
Mortgage Payable—Commerce Bank	53492.74	53792.74	-300.00
Total L/T Liabilities	62492.74	62792.74	-300.00
TOTAL LIABILITIES	69146.89	69160.78	-13.89
Owner's Equity			
Robert Doe, Capital	52168.32	52168.32	0.00
Year-to-date Earnings	12717.11	11159.02	1558.09
Total Owner's Equity	64885.43	63327.34	1558.09
LIABILITIES AND OWNER'S EQUITY	134032.32	132488.12	1544.20

C. The Statement of Income (Profit/Loss Statement)

1. The first part of the Statement of Income is **Revenue**. If there are several classes of revenue, they are totaled.

2. The second section of a Statement of Income is the **Cost of Goods Sold**. This shows what the retailer paid for the goods which were sold. The cost of goods sold is calculated by:

a. adding Beginning Inventory to Merchandise Purchased For Resale. (The sum of these two items equals the cost of goods available for sale.)

b. then subtracting the Ending Inventory to arrive at the Cost of Goods Sold. (The Chart of Accounts makes this adjustment by calculating the inventory change for the period and adjusting the purchases by that amount.)

3. The third entry on the Statement of Income is the **Gross Profit**. To find this, subtract the Cost of Goods Sold from the Total Revenue.

4. The fourth section of the Statement of Income is **Operating Expenses**. This section contains the overhead expenses for a business and includes such items as office supplies, transportation, and heating.

5. The fifth entry is the **Net (Operating) Income**. To find this, subtract the total operating expenses from the Gross Profit. If there are no other income or expense sections on the Income statement, this is called the Net Income. If there are other income or expense entries, it is called Net Operating Income.

6. Sometimes the Income Statement includes a section titled **Other Income and Expenses**. This section includes income and expenses not related to normal operations, such as gain or loss from Sale of Assets and income or expense from Interest. The income/gains and expenses/losses are first subtotaled individually. These subtotals are then combined to arrive at Total Other Income and Expenses which is, in turn, combined with the Net Operating Income to arrive at the Net Income.

7. Notice that the Statement of Income for XYZ Distributors shows four columns. The first and third columns display the totals for December and the entire year of 2001 respectively. The second and fourth columns display the percentage of each entry compared to sales.

XYZ Distributors
Periods as Indicated
Statement of Income

	12/1/04-12/31/04		*1/1/04-12/31/04*	
	$	%	$	%
Revenue				
Sales	25741.91	100.00	272178.54	100.00
Cost of Goods Sold				
Purchases	16122.79	62.63	168750.69	62.00
Inventory Adjustment	-824.22	-3.20	-3333.95	-1.22
Total Cost of Goods Sold	15298.57	59.43	165416.74	60.78
GROSS PROFIT	10443.34	40.57	106761.80	39.22
Operating Expenses				
Transportation	102.99	.40	1171.22	.43
Office Supplies	112.89	.44	1232.89	.45
Postage & Shipping	199.95	.78	2089.34	.77
Telephone	232.72	.90	2635.45	.97
Electricity	705.22	2.74	8235.78	3.02
Heating	305.23	1.19	1823.45	.67
Labor	5899.36	22.92	63146.89	23.20
Supplies	452.23	1.76	4562.84	1.68
Depreciation	541.00	2.10	10638.00	2.36
Total Operating Expenses	8551.59	33.22	91312.86	33.55
NET OPERATING INCOME	1891.75	7.35	15448.94	5.67
Other Income				

Interest Income	26.21	.10	349.25	.13
Gain on Sale of Assets	338.65	1.32	5846.14	2.15
Total Other Income	364.86	1.42	6195.39	2.28
Other Expenses				
Interest Expense	698.52	2.71	8927.22	3.18
Total Other Inco/Expe	-333.66	-1.30	-2456.43	-.90
NET INCOME	1558.09	6.05	12717.11	4.77

Chart of Accounts—How to Add Account Numbers

Before adding new accounts, print out a copy of the current Chart of Accounts. To do this, press **F10** and then **4.** Type **1** and press **Enter** five times. Press **P** to print it out.

(If necessary, consult with your accountant or with your ABC Accounting representative for the proper place to insert new account numbers.)

1. Click on the Financial module; then click on Chart of Accounts. (Or press **F10, G**.)

2. Press **Ctrl+N** to get a blank screen.

3. Enter the new account number.

4. Enter the account name.

5. If this account is used with Job Costing, put an **M** for **M**aterial, **S** for **S**ubcontractor or **A** for **A**ll (both), in the Type M/S/A field.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

6. Press **F9** to save the new account.

Setting Up a Brand New Chart of Accounts

1. Determine the financial statement format which best meets your accounting needs and decide how you want the data arranged on the statements. Your financial advisor and your ABC Accounting representative will probably have some helpful suggestions.

If you are planning to utilize the departmentalized financial statement capabilities of this package, BE SURE to read the section titled "Departmentalized Financial Statements" first.

2. Sketch out the chart of accounts you will need in order to produce the financial statements that will best suit your company's needs.

Be sure to study the format the program uses to print headings, totals, and such like on the Statements.

The program obtains all the headings for the financial statements from the accounts you set up here on the Chart of Accounts (G) screen.

You may be able to use the Chart of Accounts which ABC Accounting has already set up. You can add or subtract accounts depending on your needs.

Below are several recommendations for assigning account numbers.

a. Number accounts in the order in which they will appear on the financial statement. The program prints the accounts on the financial statement in ascending number order (starting with the lowest number).

b. Use two, three, or four-digit numbers. (We have generally found four-digit numbers to be most practical.)

c. Number the Balance Sheet before the Income Statement.

For example, on a chart of accounts with 3-digit account numbers, 500 would be a good place to divide between the two statements. In that case, the 1st Sales Heading account number would be 500 and all numbers for the Income Statement would be higher than 500.

d. Skip several numbers between each account in order to allow room for additional accounts. Rare is the person who assigns a chart of accounts and never needs to revise it!

3. Verify the data on the Company Setup (#) screen.

Most of the fields are self-explanatory. The program has the capability to enter up to five checking accounts on separate ledgers. These are listed on the Company Setup (#) screen as ledgers 3 to 7. Enter the statement account number and the title for each checking account. Much of the rest of the information on the lower part of the page relates to the other modules as they interrelate with the Financial Module. No account numbers need to be entered in these fields unless you are using those modules.

The following fields are of interest:

a. Year-end Month—Enter the number of the month in which your financial year ends. Except for fiscal year taxpayers, enter 12 for December.

b. Retained Earnings Account #—The Retained Earnings Account is the account in which the cumulative profits are stored. It is a different account from

the Year-to-date Earnings account. At the end of the year, the Year-to-date Earnings account is often closed out to the Retained Earnings account. Therefore, the Retained Earnings account shows the cumulative profits for every year except the current year. Presently the end-of-year adjustment is a manual adjustment. ABC's standard Retained Earnings account # is 4010.

c. Sales Start Account #—Enter here the first revenue account. This marks the break between the Balance Sheet and the Income Statement. ABC's standard Sales Start Account # is 5000.

d. Department Start #—This field is reserved for departmentalized financial statements. Enter here the account number where the departmentalized part of the financial statements begins. No entry is needed if the entire statement is to be departmentalized. If only the Statement of Income is to be departmentalized, enter the first Statement of Income account number.

e. Department Multiplier—The multiplier indicates how far apart the accounts for the various departments are. Only 100, 1000, 10000, and 100000 are available. Keep in mind that this entry also limits the number of accounts each department is able to have.

For example, entering 100 limits each department to 100 accounts since accounts 210, 310, 410 etc. will accumulate into the same cumulative account (account 110 in this case).

4. Enter your chart of accounts on the Chart of Accounts (G) screen.
Enter the following information for each individual account in your chart of accounts:

a. Account #—Enter the account number which you assigned.

b. Name—Enter the title of the account.

c. Statement—This field specifies how the account is used on financial statements. Use from zero to two letters in this field, depending on its function in the financial statements. For more details, see the sections titled "Statement Heading Codes" and "Chart of Accounts Illustration" in your manual.

d. 1099 Field—Usually only a few accounts will need an entry in this field. For detailed help, see the section titled "1099 Field" in your manual.

The four fields mentioned above are the most frequently used fields on the Chart of Accounts (G) screen. For help with the other fields, press **F1** while your cursor is on that field.

Once you enter all accounts from your chart of accounts, you can enter data. The next step covers this.

5. Enter the beginning balances on the Adjustment Ledger screen.

The first financial data on file is logically the beginning balance sheet amounts. These figures need to be entered as Adjustment Entries on the Ledger screen.

To access the Adjustment Ledger, go to the Ledger Select (-) screen. Choose Option 2, Adjustment Entries.

a. Enter **ADJ** as the Vendor code.

b. Do not enter anything in the Amount field beside the Vendor code.

c. In the lower part of the screen, enter your "Cash in Bank" account #. (ABC's standard is 303.)

d. Enter a positive amount as a positive figure and a negative amount as a negative figure.

e. On the next line, enter the Proprietor's Capital G/L account #. (ABCs standard is 4010.) Enter the figures here as exactly opposite to the figures on the line above. (A positive figure entered above would be entered here as a negative figure and vice versa.)

NOTE: If you are using the Sales Module (Accounts Receivable) and the Purchases Module (Accounts Payable), go on to step # 6 and skip step # 7. If you are using only the Financial Module, skip step # 6 and go to step # 7.

6. Post any required amounts accumulated in Sales, Purchases, Inventory, and/or Payroll Modules to the Financial Module.

If you are utilizing the Sales (Accounts Receivable) and Purchases (Accounts Payable) Modules, you will be making very few entries directly into the Financial Module, other than the beginning entries and other adjustment entries. Most of your financial data will be entered into the other modules and there will be some posting to do at the end of each financial period.

(If, on the other hand, you are using only the Financial Module, you will need to enter all your financial transactions manually on the Ledger Entry screen. Study the Helps for the Ledger screen to learn how to use it effectively.)

Following is a list of transactions, brief instructions as to where they are entered initially, and instructions as to how to post them to the Financial Module.

a. Posting **Sales** to the Financial Module.

Sales are entered into the Accounts Receivable module. They are recorded as credits (negative numbers) in the Ledger Entry Screen.

The posting process varies depending on whether you are using the Cash or Accrual method of accounting. (On the Company Setup (#) screen you should specify which method you are using by entering **C** or **A** in the Automatic Deposit Posting field. This must be done for the Cash Basis deposit posting, described in the next paragraph, to work.)

i. Cash Basis accounting does not record income until payment is received. It is the cash received which will be posted to your bank balance when you have saved a deposit by entering a **Y** in the Deposit Total field.

ii. Accrual Basis accounting records income as soon as the sale is made (by entering an invoice on the R screen) and posted (by running Report # 3-27, A/R SALES BY G/L #. This posting affects the Accounts Receivable G/L account on the G screen.

b. The next thing to be posted (only used with accrual accounting) is the Accounts Receivable G/L account to the Cash in Bank G/L account.

This is done by running Report 3-37, CASH DEPOSITS BY G/L.

This report causes the actual deposits sent to cover the invoices previously entered to be posted to the Cash in Bank Account #, which immediately increases your Cash in Bank account as shown on the G screen and decreases your Accounts Receivable account.

c. Posting **Purchases and Expenses** to the Financial Module.

Vendors' bills are entered into the Bill Entry (B) screen.

The expenses and purchases are entered into the Ledger Entry screen automatically as you select these bills to be paid on the check writing screen.

i. No further adjustment is needed for a cash basis system, because in that case purchases and expenses are only recorded in the Ledgers as they are paid.

ii. For accrual accounting systems, an end-of-period adjustment needs to be made by running Report # 2-11, PAYABLES BY G/L #.

Posting accounts Payable creates 2 entries in the Computer Entries ledger.

The first entry, dated the end of the report month, posts the totals of all open accounts payable (such as bills that have not yet been paid).

The second entry, dated the 1st of the following month, reverses that first entry.

Both entries use Accounts Payable as the offsetting account. As a result, each offsetting account is cleared at the beginning of the month and reset at the end of the month. So the Net Change reflects the change in balance.

d. Posting **Payroll Expenses** to the Financial Module.

If the Payroll module is being used, payroll expenses post to the Ledger Entry Screen when Paychecks are printed and Report # 4-39, PAYROLL CATEGORY REPORT is run.

(This report posts all the entries that were entered on the paychecks. Non-paycheck entries such as Federal Unemployment Compensation Expense as well as Workmen's Compensation Expense entries require manual entry.)

e. Posting **Inventory Adjustments** to the Financial Module.

Inventory is generally increased when purchases are entered as Bill Entries and decreased when sales are entered as Invoices.

The inventory is posted to the Chart of Accounts at the end of the period by running Report # 1-7, INVENTORY VALUE. This report will adjust the ending inventory and the purchase accounts.

Because keeping inventory is an accrual basis concept, the process for adjusting inventory is the same for the cash and the accrual basis accounting systems.

In summary, with the use of the complete ABC Accounting program, very little data will be entered directly into the Financial Module. It will automatically collect and post the payments made in Purchases and Payroll, receipts from

Sales, and adjustments from Inventory. It will then use this data to prepare financial statements.

7. Enter data from your source documents (usually the check register) into the Ledger (L) screen. For further help on entering data there, go to the chapter about the Ledger Entry screen.

8. Print a detailed trial balance to examine the data entered and to insure that debits equal credits.

After you have either entered or posted from the other modules all the financial data for the period, you are ready to do the end-of-period work.

The first step is to print out some preliminary reports.

Following is a brief summary of the reports which you are most likely to use to examine the data for the period. See help on the Financial (4) Reports for further information.

The first statement you should print is the trial balance. Report # 4-14, TRIAL BALANCE FROM ACCOUNTS, lists the following information about each account:

Column 1 is the beginning balance.

Column 2 is the total change of those accounts in which the net change is a debit.

Column 3 is the total change of those accounts in which the net change is a credit.

Column 4 is the total change of all accounts containing balances. A net debit change is shown as a positive number and a net credit change as a negative number.

Column 5 is the Year-to-date balance in the account.

Use this report to verify that total debits and credits at the very bottom of the report (Columns 2 and 3) are equal. If they are not, you will need to try to discover why they are unequal.

Turning off the computer during the posting of an entry could result in an improper balance, not to mention a system crash, which could interrupt posting.

1. There are two utilities which correct certain trial balance problems:

a. First go into the Ledger (L) screen. If an error message saying, *"GL is out of balance. Should correction be attempted? Y/N"* Press **Y**.

b. If this does not correct the problem, MAKE SURE YOU HAVE A CURRENT BACKUP OF YOUR DATA, and run Report 8-37, G/L LEDGER REPOST.

Print out Report # 4-15, TRIAL BALANCE FROM DETAIL. This report prints out information from each individual check under the account(s) to which it was credited. Use this report to examine the data entered into each account to determine that the data is posted to the correct account. For example, a check to the vendor, Lumber Warehouse, posted to the electricity expense account is almost certainly incorrect.

Report # 4-10, VENDOR CHECK SUMMARY, prints out all the vendors on record and lists all the checks which were written to that vendor in date order. This is a very convenient printout when there is a billing problem.

This report also lists all the deposits in date order.

Report # 4-11, VENDOR CHECK DETAIL, includes all the information included in the Vendor Check Summary. In addition, it lists the account(s) to which the individual transactions were charged and includes the remarks entered for each transaction.

It is also capable of generating Form 1099s at the end of the year.

Report # 4-12, LEDGER SUMMARY, lists all the transactions recorded in numeric order. It also includes a running ledger total giving the total change in cash for the present period. (The present period is the current month if you use 12 periods per year.)

Report # 4-13, LEDGER DETAIL, gives the same information as the Ledger Summary and in addition also lists the amounts as distributed to the various accounts for each individual transaction. Any remarks entered are also printed.

9. Make any noncash adjustments such as entering the depreciation for the period and recording any ending accruals if accounting on an accrual basis.

10. Print out the financial statements.

Chart of Accounts Illustration (G)

Acct#	Name	Code

100	ASSETS	MA
110	Current Assets	H
303	Cash—Commerce Bank	B
500	Accounts Receivable	
1001	Inventory	
2800	Fixed Assets	H
2810	Fixed Assets Before Depreciation	S
2820	Equipment	
2840	Office Equipment and Fixtures	
2850	Buildings and Land	
2859	Total Fixed Assets Before Depreciation	TS
2860	Less Accumulated Depreciation	S
2870	Accumulated Depreciation of Equipment	
2880	Accumulated Depreciation of Office Equipment	
2890	Accumulated Depreciation of Buildings	
2900	Total Accumulated Depreciation	TS
3000	LIABILITIES	NL
3010	Short-term Liabilities	H
3040	Accounts Payable	
3400	Payroll Taxes Payable	
3500	S/T Mortgage Payable—Commerce Bank	
3599	Total S/T Liabilities	TH
3600	Long-term Liabilities	H
3650	Note Payable—Jason Doe	
3700	Mortgage Payable—Commerce Bank	
3710	Total L/T Liabilities	TH
3720	TOTAL LIABILITIES	TM
4000	Owner's Equity	H
4010	Robert Doe, Capital	
4980	Year-to-date Earnings	TE
4999	LIABILITIES AND OWNER'S EQUITY	TM
5000	Revenue	H
5001	Sales	
6999	Cost of Goods Sold	H
7000	Purchases	

8895	Inventory Adjustment	
8990	GROSS PROFIT	TI
9000	Operating Expenses	H
9100	Transportation	
9230	Office Supplies	
9250	Postage and Shipping	
9400	Telephone	
9460	Electricity	
9490	Heating	
9500	Labor	
9710	Supplies	
9780	Depreciation	
9790	NET OPERATING INCOME	TI
9800	Other Income	HO
9810	Interest Income	
9840	Gain on Sale of Assets	
9900	Other Expenses	S
9920	Interest Expense	
9989	Total Other Inco/Expe	TH
9990	NET INCOME	TI

You can use this illustration as a guide for setting up your Accounts. Accounts can be added or deleted, but the headings should generally be used as they are listed here.

The headings codes are entered in the statement field.

Main headings should be typed in all capital letters.

Annual Account Closeout

In a manual accounting system, the steps to closing the books for the year involve closing out the temporary accounts (income statement accounts) to the proper equity accounts.

In a sole proprietorship or partnership-type business, the net profit or loss is closed out to the individual capital account(s).

In a corporation, it is closed out to the retained earnings account(s).

In the Chart of Accounts, temporary (Statement of Income) accounts are not closed out at the end of each period. This makes it possible to print out financial statements for prior periods. The profit or loss for the period is therefore recorded by an adjusting entry to the proper capital account(s) and to a closing account which has an account number higher than the highest number on the income statement.

If the business showed a profit, the proper capital account(s) would be credited and the closing account would be debited. If the business experienced a loss, the proper capital account(s) would be debited and the closing account credited. The closing account would accumulate the amount needed to reverse the previous year(s) income statement accounts.

The Chart of Accounts, or General Ledger, is in balance when each period total from all general and consolidated accounts is zero. But what if you get this message:

ERROR G01 General Ledger Account Out of Balance

A. Out-of-balance can be caused by:

- Ledger closeout not equal to checks & deposits monthly total
- The distribution on check/deposit not equal to the amount
- An amount on ledger not posted to the G screen accounts
- A G screen account that was deleted.
- An entry was made to a department account with a zero sub-account.
- An Entry was made to a consolidated account.
- Old ABC Versions that allow more than one user in a ledger.
- Errors, or incorrect shut-off (like disconnecting the power) can cause out-of-balance.

B. Out-of-balance can be fixed by:

- Redoing ledger closeouts and making sure distribution equals check amount.
- Making sure all ledger entries from, as well as all point entries (.x) for, a check are within the same date period.
- Checking for entries to consolidate and zero sub-accounts.
- You can run a repost on the G screen, by going to the G screen and pressing Alt+R. Make a backup first.
- If ledger is still out of balance, run Report # 8-37 to repost ledgers to accounts. (A backup is recommended before doing reposting.)

Ledger Selection (-)

Ledger Selection (-)

This is a list of the Ledgers which have been set up in your system.

- Ledger 1—Computer Entries. The ABC Accounting program automatically makes specific entries here. These are typically things such as Payroll Adjustments and Sales Adjustments. You may view Ledger 1, but do not attempt to enter anything in it.

- Ledger 2—Adjustment Entries. Used to enter beginning balances and other entries which do not involve the exchange of cash, such as accruals.

- Ledger 3—Cash in Bank. Usually set up as the main bank account.

- Ledgers 4 to 7—additional ledgers available for your use, but must be set up first. If you need a new Ledger set up, call your ABC Accounting representative.

Ledgers 3—7 are set up on the # screen.

Ledger Entry (L)

The Ledgers contain records of all checks written (whether printed from the Check Writing or Payroll screen or entered manually to reflect hand-written checks) as well as any manual adjustments.

Learn how to enter deposit entries, make bank balance adjustments, and handle lost checks in this chapter.

Helps Accessed From the Ledger Entry (L) Screen

File Help (L)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

Ctrl+P—**P**rints check on printer after saving it. Make sure you have checks in the printer.

If you load a previous check, **Alt+T** will ask if all the checks that follow are to be printed. Any check that was created from the Check Writing (/) screen will print in the check format to the checks printer; other checks will print in the G/L check format to the G/L checks printer.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—Selection Screen

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (L)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same, information under a different code, type in the new code and press **Ctrl+D.** When prompted, enter the code of the record you wish to **D**uplicate. If you want to duplicate it but reverse the figures, enter the number you want duplicated plus an R for reverse. DO NOT USE THIS FOR RETURNED CHECKS.

Ctrl+L—**L**oads last vendor. If you wish to load the vendor which you just finished loading on the Vendor (V) screen, on the Ledger (L) screen or on the Bill Entry (B) screen, press **Ctrl+L.**

Alt+B—searches **B**ack for previous vendor check for employee.

Alt+F—searches **F**orward for next vendor check for employee.

Alt+N—loads **N**ext vendor.

Alt+P—loads **P**revious vendor.

F7—opens/loads previous record.

F8—-opens/loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (L)

Ctrl+A—**A**dds a blank line at the cursor if you are on the repeating fields at the bottom part of the screen. All lines below will be pushed down a line.

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor if you are on the repeating fields in the bottom part of the screen. This will move up all lines below if there are any.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home—places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up a page.

Page Down—moves the cursor down a page.

Shift+Up arrow—moves cursor to first line on repeating fields.

Shift+Down arrow—moves cursor to next available line on repeating fields.

Tools Help (L)

Ctrl+F—Finds information bases on the type of field your cursor is in. Example: If your cursor is in the Remark field, and you press **Ctrl+F**, the data currently in the Remark field is entered into the Search at the top of the Lookup window, and all Ledger #s with that Remark are listed in the Lookup. You may change what is entered in the Search field to whatever Remark you wish to search for.

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this check. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the check # on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen), and then type LLIST. Ctrl+W

Alt+A—**A**dds the G/L # on this line to the list of G/L #s on the Vendor (V) screen, if it is not already listed there.

Alt+I—changes the inventory adjustment on the ledger 1 screen, Computer Entries, to divide the inventory adjustment into the cost of sales account. When you press **F10, -,** and **1** for Computer Entries, load the inventory adjustment and press **Alt+I.** Save with **F9.**

Alt+S—This function has been replaced by the checkbook Balancing (() screen. It allows the returning of a check. The first prompt asks you to enter the month #. Enter 1 for January, 2 for February, etc. Press **Enter**. The next prompt asks you to enter the check #, a + sign, and the amount. (Enter a minus sign instead of a plus sign for deposits and credits.) Press **Enter** again. The program searches for that check and amount. If there is an error—such as check number and amount not matching—you will be asked to try again. If the check and amount are found, the check will be marked as returned. Report # 4-12 then allows the printing of outstanding checks.

Alt+V—**V**oids a check. **Do not delete a check.** Use **Alt+V** instead to void it. To void a check, load the check on the ledger screen and press **Alt+V.** When the check is loaded again, the word VOID will appear in the vendor field.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Date (L.2)

Automatically defaults to the last date entered.

- If the date you are entering is for the current month and year, enter only the day. Month and year are entered by default. (14 becomes 12/14/04 if the current month and year are 12/04).

- If the date you are entering is for the current year, but not the current month, enter only the month and day. (224 becomes 2/24/04 if the current year is 04.)

- If you need to enter the year, month, and day, you may enter the numbers without using any dividers. I recommend 2 digits for month, 2 for day, and 2 for year. When you follow this format and press Enter, 110202 becomes 11/02/02.

When you enter new data, you cannot enter a date outside of the current period.

For example, if the current month is October, entering any month prior to October will be rejected. If you enter any date later than October, you will be asked if you are entering a new period. If you choose yes, that check number will be recognized as the first entry in a new period. You will not be able to enter any check numbers higher than that check number into the prior period.

If the first check # in November is 165, you will not be allowed to enter any checks higher than # 164 for October or lower than 165 for November. If you skip a period, you will not be able to enter any checks for that period. If check 164 is dated March 31 and check # 165 gets dated May 1 instead of April 1, you will not be able to enter any checks for April until you delete check number 165, enter the date correctly; then reapply check #165 to the correct date.

Vendor Code & Name (L.4)

The Vendor Code and Name fields function as one entry. Each vendor is assigned a code by which you can call up the vendor without typing his entire name.

For example, if you assigned PADOT for the Pennsylvania Department of Transportation; by simply entering PADOT (or often even a part of the code such as PAD), you can recall the entire name onto the record without typing it. If you pull up the wrong vendor, pressing **Alt+N** will bring up the next vendor in alphabetic order and **Alt+P** will bring up the prior vendor.

The vendors should be set up in the Vendor screen prior to ledger entry. If you use a consistent pattern for coding, it will be easier to recall the code. For example, the first three letters of both names followed by a 0 (SMIJOH0 for John Smith) is a practical approach.

Or use the automatic code option on the Company Setup (#) screen.

If a check is void, you can type in Void as the vendor code and save it without entering in any more data.

Note that if you enter all deposits under a hypothetical vendor named Deposit, the trial balance will list all deposits in date order. For example, you could assign $ as the vendor code for deposits.

Amount (L.5)

Enter the amount of the check or the deposit. The payment is entered as a debit (positive number), and a deposit is entered as a credit (negative number).

Note that deposits (negative numbers) can only be entered when a decimal number (.1 to .8) is entered into the check number field. This is what we call a point entry.

Account # (L.6)

Enter the first account to which the check is being charged (debited) or the first account to which the deposit is being credited. The account name will be displayed automatically from the G/L Accounts (G) screen. When you press Enter, the cursor will move to the Amount field where you will enter the amount to be debited or credited to the account. When you are done entering the information for the first account, the cursor will return to the Acct # field again to begin on another account. You may distribute the check or deposit amount to as many as 150 different G/L accounts.

If you enter an unassigned account number, a Lookup screen appears showing the account numbers closest to what you entered. Use the **Up** or **Down** arrows to choose an existing number or press **Alt+A** to set up a new number in the G/L Accounts (G) screen.

If you want to add a G/L account number to the G/L #s field in the Vendor screen while you are working in the L screen, just press **Alt+A** on the account number you have entered in the Acct. # field of the L screen. From that point on, this G/L # will be entered automatically every time you enter that Vendors code in the Vendor Code and Name field.

This way, any account you use regularly will be pre-entered.

Don't worry if you have some accounts listed that you don't use every time.

When you press **F9** on the L screen record, any account #s that were not used are automatically eliminated from that particular record.

The G/L #s can be edited at any time on the Vendor screen if you decide that you want to eliminate some accounts from a vendor's G/L list.

Amount (L.7)

Enter the amount to be applied to the G/L account # on this line. Because this is a sort of checkbook, you will need to enter debits (payment amounts) as a positive figure, just as you do when writing out a check manually. And, quite logically, credit amounts (such as a deposit) would need to be entered as a negative figure.

Pressing the **F9** key when the cursor is in the Amount field enters the amount from the Distribution field into the Amount field and saves the record. Pressing **Ctrl+P** on this field does the same thing, plus it prints a check.

Job # + Remark (L.8)

Use this field when you want to keep a permanent description of a transaction.

For example, when you acquire or dispose of an asset, enter a remark here to identify the asset.

Also use it when entering non-check transactions such as bank charges and credits. Enter the date which the bank uses for such transactions in the Remark field so that it is easier to balance the checkbook.

The cursor will stop here if the account number entered on the line has a Y in the Remark field on the General Ledger Accounts (G) screen. You can also access it by pressing **Up** arrow after the cursor has gone past the Remark field.

You may also use this field to enter a Job # which references the Job (J) screen.

You may press **F6** for a Lookup to select the job from a list. After you enter or select a Job #, a + is appended to identify this as a Job # rather than a Remark. If you want both a Job # and a Remark, enter the Job # followed by a plus sign; and then the Remark.

The Job #, like the Remark, is used to store information on the transaction. It does not affect job reports except in some custom applications.

Vendor Name (L.701)

If the code you entered in the Vendor Code field did not have a name entered for it on the Vendor screen, the cursor stops in the Vendor Name field. You may enter something here, but you don't have to.

Check # (L.1012)

Once you enter the first check number, be it 1 or 700 or whatever, all check numbers after that are numbered sequentially. If you manually enter a number that is not in sequential order, you will be asked to verify that you intended to skip some checks.

Deposit numbers are entered by pressing a decimal point and then zero (.0). The last check number entered is brought up with one digit annexed after the decimal point. That digit will be a number between 1 and 8. 9 is not available because it is reserved for background uses.

For example, the first deposit entered after check number 1095 will be 1095.1. If there are two deposits entered after check 1095, the second one will be 1095.2.

WARNING! Deposits should be in the same accounting period as the immediately preceding check. For example, if check number 1095 was written in October and there are 12 periods in your accounting year, deposits 1095.1, 1095.2 (and so on) should also be in October.

Deposit Entry Challenges (L)

If you are entering a deposit on the Ledger (L) screen before any checks have been entered for a particular period, you may run into a little difficulty. Because there is no entry in the period for you to add a point entry to, and because you cannot add a point entry onto a check from a previous period unless you use the date from the previous period, you must add a point entry to a check number that has not yet been used.

For example, if the next check number is 1234, you may create a point entry 1234.1 for your deposit. When you save this deposit, the next check number is set to 1235, even though 1234 has not been used.

You will need to make a mental note to manually enter the Starting Check # as 1234 the next time you print checks from the Check Writing (/) screen. Be sure you **REMEMBER** what you did!

Bank Balance Adjustment (L)

When the bank balance is incorrect, run Report # 4-14 from the beginning of the fiscal year to the current period. Check the prior total at the end of the report and make sure it is 0. If it is not 0, the General Ledger needs to be closed out for the previous year. The total debits and credits must be equal. If they are not equal, first go into the Ledger (L) screen. If an error message saying, "*GL is out of balance. Should correction be attempted? Y/N*" appears, press **Y**.

If this does not correct the problem, MAKE SURE YOU HAVE A CURRENT BACKUP OF YOUR DATA, and run Report 8-37, G/L LEDGER REPOST. This will repost the ledgers to their accounts. When Report # 4-14 shows that the debits & credits are equal, an adjustment to the bank account may be made as follows:

To make an adjustment to the bank balance:

1. Press **F10** and then press the minus sign (-) for Ledger selection.

2. Press **2** for Adjustment Entries. Use ADJ as the vendor name. On the line just below, you may enter a comment explaining your entry. Do not enter anything as an amount.

3. Below, enter the bank account #. (ABC's standard # is 303.) Enter a deposit amount as a positive figure and a debit amount as a negative figure.

4. On the second line enter the Proprietor's Capital G/L #. (ABC's standard # is 4010.) On this line enter just the opposite of the line above it. If the amount was a negative, enter it here as a positive and vice versa.

5. Save with **F9.**

6. To see your new bank balance, Press **F10, -**, and the usual ledger number. The bank balance is displayed in the top right-hand corner.

Lost Check—How to Handle (L)

If the lost check was issued in the current period, simply void it.

1. Go to the Ledger (L) screen and enter the check number.

2. Press **Enter** to load the check.

3. Press **Alt+V** to **V**oid the check.

4. Press **Y** for **Y**es.

5. To replace a ledger check, write another check from the Ledger (L) screen. You may use the **Ctrl+D** feature again to duplicate the original check. If it was an A/P check, use A/P Check Writing to create a new check. (Voiding the original check re-opens the paid bills).

If the check was issued in a previous period, do not void the check. Rather, enter a reversal entry in your General Ledger in the current month.

1. Go to the Ledger (L) screen.

2. Enter a period (.) in the Check # field.

3. Press **Ctrl+D.**

4. Type the lost check # followed by an **R** and press **Enter.**

5. This creates a **R**eversal entry, offsetting the lost check.

6. On the Checkbook Balancing (() screen, both of these entries should be marked returned by pressing **Enter**. This will remove them from your outstanding check list.

7. If the lost check is to be replaced, write another check from the Ledger (L) screen. You may use the **Ctrl+D** feature again to duplicate the original check. Use this method regardless of whether it was a ledger or A/P check, because the reversal done earlier does not re-open the paid bills.

Checkbook Balancing (()

Checkbook balancing is exactly that—making sure your records are balanced. So you take the statement the bank sends you for the month and compare it to the records you have. Mark off everything that coincides and rectify anything that doesn't. If the two records are not equal to one another in the end, you have a problem.

Helps Accessed From the Checkbook Balancing (() Screen

Edit Help (()

Alt+J—In prior versions, when you pressed **Alt+J** in the bottom part of the screen, you were told to enter a check # to jump to.

Now you need only type the check # that you want displayed and press **Enter.** If that check # exists, it is brought up and highlighted.

File Help (()

Ctrl+P—(Use **Ctrl+P** only when your cursor is in the bottom part of the screen). Prints a report, either to the screen or to the printer, showing the outstanding checks and deposits. Also tells whether your accounts are in balance.

F5—exits the bottom part of the screen where checkbook balancing takes place.

Shift+F9—deletes record.

F10—Selection Screen

Load Help (()

F7—loads previous record.

F8—loads next record.

Tools Help (()

Alt+T—Use **Alt+T** to mark an entry without adding it to the Returned column. This is used for Transfers and other entries that are not listed on the Bank Statement.

Alt+U—If you happen to mark an entry that you didn't mean to, you can unmark it with **Alt+U.** The Bank Statement Date above MUST be the same date as when you marked the entry, otherwise it will not unmark the check or deposit.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Checks/Debits ((.3)

Enter the amount of checks and other debits, such as bank service charges, for this period, as shown on the bank statement. Then press **Enter**.

Deposits/Credits ((.4)

Enter the amount of deposits and other credits for this period, as shown on the bank statement. Be sure to include any interest if it is listed separately.

When you have done this and press **Enter,** the checks and deposits are listed in the bottom part of the screen.

Bank Statement Date ((.6)

Enter the date from your bank statement which shows what date the statement was made.

When you press **Enter,** the date is automatically set to the last day of the month.

(When you do checkbook balancing for the first time, you are asked to enter the prior month's bank balance. Enter last month's ending balance or this month's beginning balance.)

Ledger Number ((.1089)

Enter the number of the ledger that has the checks you wish to balance. The ledgers are set up on the # screen and may be any number from 3 to 7.

If the Checkbook Is Out of Balance (()

After the checks and deposits have been returned, you should run the Checkbook Balance report by pressing **Ctrl+P** and then **S** for **S**creen or **P** for **P**rinter.

At the end of that report, the program compares its checkbook balance with its Bank Statement balance, making adjustments for any outstanding checks as well as deposits and bank transactions entered after the end of the month. If the adjusted bank balance does not agree with the checkbook balance, something is wrong.

Possible causes for an out-of-balance checkbook:

1. If you have payroll, Report # 4-39, PAYROLL CATEGORY & POSTING REPORT, may not have been run after the last payroll checks were calculated. TO CORRECT this, run Report # 4-39 for the month in which the checkbook is out of balance.

2. An item from the Bank Statement may have been missed when the Deposits/Credits and Checks/Debits fields were entered. TO CORRECT this, double check the Beginning and Ending Bank Balance figures in the top left corner of the Checkbook Balancing screen to make sure that they agree with the Bank Statement. Correct the Deposits/Credits and Checks/Debits fields as necessary.

3. Information may have been changed in a prior month. Compare the Checkbook Balance reports from prior months to the current on-screen entry for the same month. Set the bank's statement date to the date of the prior month you want to compare, run the **Ctrl+P** report to the screen, and compare the figures with your physical printout from that month.

Checkbook Balancing—How to Do It (()

The Checkbook Balancing screen is accessed from the Selection (F10) screen by pressing the open parenthesis (() —which is the same as **Shift+9**.

Enter the Ledger number and Bank Statement date. The date on the top part of the screen defaults to the last day of the month.

(When you do Checkbook Balancing for the first time, at the bottom of the screen a message asks you for the Prior Month Bank Balance. Enter last month's Ending Balance or this month's Beginning Balance.)

Copying from the Bank Statement, enter the total Deposits or Credits. Be sure to include Interest earned.

Enter total Checks or Debits. Be sure to include service charges.

At this point, check the Bank Balance Begin and End fields to be sure that they agree with the beginning and ending balances shown on the statement you

received from the bank. If they do not agree, you already have a problem, either in the information you just entered or in a prior month.

When you press **Enter** on the Checks/Debits field, checks and deposits that have been previously entered into your ABC Accounting program, will display in a separate window. At the top of this window, there are several display options. In the main portion of the window, checks and deposits are listed.

The display options at the top of the page tell you:

1. What is "Showing" in the lower part of the screen. You can click on the **Alt+F** to filter what gets shown. Your options are to show **All** checks/deposits, **Outstanding** checks/deposits, or **Returned** checks/deposits.

2. What the Bank Date for this statement is.

3. The dollar amounts of checks/deposits/transfers that still need to be accounted for.

4. There are also several links that allow you to mark returned checks/deposits by mouse rather than the keyboard.

Compare the checks and deposits displayed on the screen with the Bank Statement checks and deposits. When you find an entry on the screen which matches an entry on the Bank Statement, highlight that entry by moving your cursor to it using the **Up** and **Down** arrows and press **Enter**. This adds it to the Returned column and subtracts it from the Amt to Enter column. The month number is printed in the Ret column to show that this has been done.

When you have marked all the checks and deposits for the month, the Amt to Enter column (in the top part of the screen) should be blank and the Returned column amounts should equal the Bank column amounts.

If you want to unmark a check or deposit, press **Alt+U** when the entry is highlighted. This will only work if the Bank Statement Date at the top of the screen is the same month that the check or deposit was marked.

When you are done with the month's checks, press **Ctrl+P**, using **S** for **S**creen or **P** to **P**rint. Check the list for old entries, which may be a check that has been lost or some figure entered mistakenly. Check for the message *"Computer is in Balance*." This means that the computer balance agrees with the bank statement balance. Print a copy of the Checkbook Balance report (using **Ctrl+P, P**) and file it.

Loan Calculator ('I)

You may calculate loan amortizations* on this screen. Enter the amount of the loan and the interest rate. Then choose to enter either the time in months or the monthly payment amount. The rest of the fields calculate based on these figures.

Use **Ctrl+P** to print a schedule of payments. You are given several options for printing the schedule. See Report Generator Helps for more information about these printing options.

Annual totals are displayed in printed report.

You may also calculate the rate of return on an investment.

* Amortization means: "To liquidate (a debt, such as a mortgage) by installment payments or payment into a sinking fund." –American Heritage Dictionary

Helps Accessed From the Loan Calculator ('I) Screen

File Help ('I)

Ctrl+P—**P**rints a monthly payment schedule to a Lookup window. Press **Ctrl+P** again to send this schedule to your printer.

F5—closes the Ctrl+P Lookup window.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Alt+F4—exits ABC.

Edit Help ('I)

Ctrl+C—copies text.

Ctrl+V—pastes text.

Ctrl+X—cuts text.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Time in Years for Average Annual Rate of Return **('I.1031)**

Enter the time span your investment will cover in years and/or fractions of years. A fraction of a year should be expressed as a decimal.

When the first three fields (Original Investment, Ending Value, and Time in Years) have been entered, the average annual rate of return is calculated.

Time in Months for Loan Amortization **('I.1040)**

Enter the number of months that the loan is for. When you press **Enter**, the monthly payment is calculated and displayed.

Amount of the Loan for Loan Amortization **('I.1050)**

Enter the total principal amount.

Monthly Payment for Loan Amortization **('I.1052)**

When the first three fields, (Loan Amount, Interest Rate and Time in Months) have been filled, the monthly payment is automatically calculated and displayed.

If you type in some other figure as the monthly payment, the Time in Months field is recalculated and displayed.

Interest Rate % for Loan Amortization **('I.1062)**

Enter the interest rate as a whole number. For 8%, use 8. For 8 1/2%, use 8.5.

Original Investment for Average Annual Rate of Return **('I.1100)**

Enter here what the original investment amount was. When the ending value and the time in years have been entered, the average annual rate of return is calculated as a percent.

Ending Value for Average Annual Rate of Return **('I.1101)**

Enter the value of your investment at the end of the time that you want to calculate.

Annual Additional for Average Annual Rate of Return **('I.1102)**

If you increase your investment a set amount every year, enter that amount here. When you press **Enter**, the average annual rate of return is calculated.

Financial Reports (4)

For help with a specific report, type that report number and press **F1**. Or press **F1** while in the Report Generator.

The ABC Accounting software provides you with numerous reports in every module. Once you select a specific report, you are taken into the report generator. Here you can run the default report or make specific choices about which records you want to view, which dates you want included, an how you wish to view the report.

Overview of Options Given in the Report Generator

STARTING AT—Usually the first record from the file is entered here as a default record code. Press Enter if it is the one you want. If you wish to start the report from a different record code, enter that one. You may use **F6** to search for the code you want to use.

ENDING WITH—This is usually the last record in the file you are printing from. Press **Enter** to print to the end, or enter the code of the last record you want printed. Press **Alt+S** if you want the same code in the Ending With field as is in the Starting At field. Again, **F6** may be used to search for a record code.

Depending on which report you are running, there may be several links just below the Ending With field that allow you to specify which records you want to print this report for. For instance, if you want to only view records from today, click on the **Today** link. Most these links should be self-explanatory.

OUTPUT—Choose a print option. These options are discussed below.

- MY PRINTER—Click on the link of press **M** to print this report on your own printer rather than the default printer.

- PRINTER—Click on the link or press **P** and the report is sent to the default printer for reports.

- BROWSER—Click on the link or press **B** to send this report to a browser window where you can view it without printing it out.

- ADOBE PDF—Click on the link or press **A** to print this with the Adobe PDF tool. This creates a pdf file with the information and opens the file for you to view. This kind of file makes the report easy to email.

- TAB DELIMITED—Click on the link or press T to create a Tab Delimited file saved as a .tsv file to your computer. If you have not opened .tsv files with Excel before, you will need to right click on the file and choose to "Open" with Excel.

- XPORT (Export) —Click on the link or press X to save this report as a file on your hard drive. If you will be viewing this report in Excel, save as a .csv file. If viewing in Notepad, save as a .txt file.

Helps Accessed From the Financial and Payroll Reports (4) Screen

Chart of Accounts—2 Column (Report # 4-1)

This prints out the chart of accounts in 2 columns. Since this report has wider columns than the 3 and 5 column reports, it prints longer titles without cutting off the last part of the title. Letters identifying account headings are also displayed. You may print out only a part of the chart of accounts by choosing the account number where you want to start and where you want to stop.

If you choose **S** to **S**ort by Alternate G/L Account #'s, the G/L Accounts that have Alternate G/L #'s are listed after the ones that do not.

Chart of Accounts—3 Column (Report # 4-2)

This prints out a chart of accounts in 3 columns.

Since this report has narrower columns than the 2-column report, it prints shorter titles. This can cut off the last part of the title at times.

You may print out only a part of the chart of accounts by choosing the account number where you want to start and where you want to stop.

If you choose **S** to **S**ort by Alternate G/L Account #'s, the G/L Accounts that have Alternate G/L #'s are listed after the ones that do not.

Chart of Accounts—5 Column (Report # 4-3)

This prints out the chart of accounts in 5 columns and uses compressed print. Some of the accounts names may be shortened in order to fit.

You may print out only a part of the chart of accounts by choosing the account number where you want to start and where you want to stop.

If you choose **S** to **S**ort by Alternate G/L Account #'s, the G/L Accounts that have Alternate G/L #'s are listed after the ones that do not.

Vendor List—2 Column (Report # 4-5)

This lists each vendor on record with their codes. The vendors are listed in the alphabetic order of the codes.

Vendor List—3 Column (Report # 4-6)

This is the same as Report # 4-5 except that it has three columns. It lists each vendor name with his code. The vendors are listed in alphabetical order by their codes.

Vendor 1099 List (Report # 4-7)

If the 1099 option has been selected with Report #4-11, this lists all the 1099s which have been generated by it.

Vendor 1099 Forms (Report # 4-8)

This prints out the actual 1099 forms if they have already been generated using Report # 4-11 VENDOR CHECK DETAIL. Press **I** for **I**nterest or **M** for **M**iscellaneous depending on which type of 1099 you wish to print. Press **1** if you have continuous forms, or press **Enter** if the 1099s are single sheets.

Account Labels (Report # 4-9)

This prints out a label for each General Ledger account.

Vendor Check Summary (Report # 4-10)

This prints out all the vendors on record and lists all the checks which were written to that vendor in date order.

Vendor Check Detail (Report # 4-11)

This prints out all the vendors on record and lists all the checks which were written to that vendor in date order. This report also lists the account(s) to which the individual transactions were charged and includes the remarks entered for each transaction.

If you choose **Y** to generate the 1099 records, the report also generates a list of vendors who may need 1099s sent to them. After running this, you may print the list by running Report # 4-7, VENDOR 1099 LIST.

Ledger Summary (Report # 4-12)

This lists all the transactions recorded in numeric order. It includes a running ledger total giving the total change in cash for the present period. It also prints total debits, credits, & discounts. Specify the ledger number for which you want to print a summary.

The Balance option allows printing the balance instead of the total. The B option will not work with multiple ledgers using the same account or with amounts entered directly to the bank account.

When checks are returned using the **Alt+S** option on the L screen, only outstanding checks for a particular month may be printed.

When the bank balance on the Ledger (L) screen does not equal the ending balance using the B option, the amounts entered directly to the Bank Account G/L # can be printed using Report # 4-15, TRIAL BALANCE FROM DETAIL.

Ledger Detail (Report # 4-13)

This lists all the transactions recorded in numeric order. It includes a running ledger total giving the total change in cash for the present period. It also prints total debits, credits, and discounts. Specify the ledger number for which you want detail. This also lists the amounts as distributed to the various accounts for each individual transaction and prints out any remarks entered.

Trial Balance From Accounts (Report # 4-14)

Column 1 lists the prior balance in each account, Columns 2 and 3 list the change for the period in each account as either a debit or a credit, Column 4 lists all the changes for the period, indicating whether they are debit or credit changes. Column 5 lists the Year-to-date balances for each account.

Note that the column 2 and the column 3 totals must be equal and the Column 4 total must equal zero.

The YEAR END date on the G screen controls when the accounting year starts.

The YEAR END date also clears the period totals from the Profit & Loss section of a financial statement.

The Profit & Loss Statement only includes amounts within the specified dates.

Trial Balance From Detail (Report # 4-15)

In addition to the information printed out in Report # 4-14, this report lists the individual transactions which affected each account. The first # on the detail is the ledger # where the transaction was entered and the next number is the check or reference number. The last digit of this reference # is the number that follows the decimal point (.) on the Ledger screen.

This report also shows the total debits and the total credits for the period in columns 2 and 3 instead of netting the debits and credits into one figure as Report # 4-14 does.

This report does print detail on accounts that are less than the Department Multiplier on the # screen.

Gross Profit By Sales (Report # 4-17)

This report calculates the gross profit by sales category. This report shows the inventory change for each inventory classification. The income statement shows the total inventory change as one total and this report shows the breakdown into inventory classifications.

Financial Statements (Report # 4-18)

This prints both the Balance Sheet and the Income Statement. (The Income Statement is sometimes called the Profit and Loss Statement.)

On the G screen you can set up 3 different financial statements. One of these is often set up for a condensed statement. Then you can choose here which statement you would like to see. If no statement is specified, statement 1 is used.

Ledger Vendor G/L (Report # 4-19)

This is basically a summary for Reports # 4-10 and # 4-11. It lists each vendor and the total posted to each General Ledger account.

Employee List (Report # 4-20)

ABC PAYROLL MODULE—This report prints employee codes and names in a two-column format.

Employee Phone (Report # 4-21)

ABC PAYROLL MODULE—This prints a list of all employee names and phone numbers in a two-column format.

Employee Address & Social Security Number (Report # 4-22)

ABC PAYROLL MODULE—This prints a list of each employee's social security number along with his code, name, and address.

Employee Data (Report # 4-23)

ABC PAYROLL MODULE—This report prints each employee's data as it appears on the Employee (E) screen. It can be used to check for accuracy of data entry, or to be filed as a hard copy with the employee's files.

Employee Wage & Deductions (Report # 4-24)

ABC PAYROLL MODULE—This is a summary of each employee's current hours, wages and deductions, prior hours, wages and deductions, and their net pay. It also lists total wages for Quarter-to-date and Prior Year.

Employee Time Sheets (Report # 4-25)

ABC PAYROLL MODULE—This prints each employee's name and spaces for the days of the week. This may be given to the employees to fill in their time.

Paycheck Summary (Report # 4-26)

ABC PAYROLL MODULE—This should be run after entering paychecks in the Paycheck Entry (P) screen. Verify that the information entered is correct. Verify the year-to-date total by adding the total pay amount to the year-to-date total on your last report. When you are satisfied that the data is accurate, print the paychecks with option 27.

This report may be printed for a single employee or for a group of employees according to classification as entered on the Employee (E) screen. This report can also be printed for all employees at once.

Print Payroll Checks (Report # 4-27)

ABC PAYROLL MODULE—This prints paychecks you enter in the Paycheck Entry (P) screen. By default, the starting check number will be the first payroll check that has not yet been printed and the ending check number will be the last one that has been entered in the P screen. You can set it to print whatever check numbers you want from the P screen.

Employee Checks (Report # 4-28)

ABC PAYROLL MODULE—This lists the Employee's Code and Name, Check #s, Social Security #s, Pay Date, Wages, and Check Amounts. It also gives a total amount for each employee. (The Wage Total should be higher than the Check Total, because the check amount is the net pay which the employee receives after all deductions.)

Paycheck Entry (Report # 4-29)

ABC PAYROLL MODULE—This lists the Employee's Code and Name, Category, Hours, Deductions, and Amounts of the Paycheck Entries.

Quarterly Payroll Report (Report # 4-30)

ABC PAYROLL MODULE—This must be run at the end of each quarter before any paychecks are entered for the next quarter.

This report lists the Employees' Social Security #s, Names, and their wages for the quarter.

If you failed to run this report at the end of the quarter, run Report # 4-40, WAGES BY CATEGORY & EMPLOYEE, using the beginning and ending dates of the quarter. This can give you the employee information that you need.

Employee Quarter-To-Date Summary (Report # 4-31)

ABC PAYROLL MODULE—This report offers a condensed print option and shows each Employee's Code & Name, Regular Hours, Overtime Hours, Vacation/Holiday, Wages, Other Wage, Total Wages, Federal Withholding, FICA, State, Other State, Local, Other Withholding, Deductions 1, 2, and 3, Other Deduction, Credit Weeks, Week End, Check, Net Pay, Check #. A total is printed at the end of the report.

Employee Year-To-Date Summary (Report # 4-32)

ABC PAYROLL MODULE—This is much the same as Report # 4-31, EMPLOYEE QTD SUMMARY, only it summarizes the employee's earnings and deductions for the year rather than the month.

Employee Rates (Report # 4-33)

ABC PAYROLL MODULE—This shows the Employee's Social Security #, Code, Name, Wage Categories & Amounts, Hire Date, Review Date, and Last Raise Date.

Employee Deduction (Report # 4-34)

ABC PAYROLL MODULE—This is much the same as Report # 4-33, only it lists the wage deductions and gives a total of the deductions.

Employee Record Update (Report # 4-35)

ABC PAYROLL MODULE—This prints three employee's data on a page with spaces for them to correct any wrong data. Dotted lines show where to cut the records apart. This is given to each employee. They check it for any mistakes and return it before the next paycheck. Any corrections are then made to the Employee (E) screen.

W-2 Forms (Report # 4-36)

ABC PAYROLL MODULE—This is designed to print four-thickness, double wide W-2 forms. This report format may change every year and requires the use of a wide printer. The 2000 Version can also print deduction/advances 015 to 025. The W screen code {!R436, 4-36 OPTIONAL W2 FORM SETUP, defines where the deductions/advances print on the W2 form. A single wide format is also available.

Category List (Report # 4-37)

ABC PAYROLL MODULE—This is a two-column list of all the Wage and Deduction Categories from the Tax Tables & Wage Categories (K) screen.

Category (K) Screen Report (Report # 4-38)

ABC PAYROLL MODULE—This is a listing of the Wage and Deduction Categories as set up in the K screen. This report includes the details of each Category such as Description, G/L number, and calculation codes.

Payroll Category Report (Report # 4-39)

ABC PAYROLL MODULE—This should be posted to the G/L accounts at the end of each payroll period. It lists the payroll categories with the hours and wages.

This is a sorted report which may be run from any pay period to another.

Wages By Category & Employee (Report # 4-40)

ABC PAYROLL MODULE—This report can be used if you failed to run the end-of-quarter reports, Reports # 4-30 and # 4-31, when you were supposed to (which is at the end of the quarter before you do any payroll in the new quarter).

This report prints a summary of employee wages by Category for the time period specified on the report.

For Wage Categories it lists Employee Code & Name, Employee Social Security #, # Hours, and Amount.

For Deduction Categories it lists Employee Code & Name, Employee Social Security #, Taxable Wages, and Deduction Amount.

It shows the employer's portion of FICA and Medicare as well. Starting in the year 2011, the employer's portion of FICA and Medicare may be different from the Employee's. You will be able to see that in the updated 4-40 report.

It prints totals for each category, a total for all the wage categories, and a total for all the deduction categories. It prints a Net Payroll Total at the end of the report.

The S option prints a summary with no employee information. Wage Categories show total hours and amounts. Deduction Categories shows totals of Taxable Wages, Deduction Amounts, and the employer's portion of FICA and Medicare.

Payroll From Time Cards (Report # 4-41)

ABC PAYROLL MODULE—This pulls the current information from the Time Card Entry (T) screen across into the Paycheck Entry (P) screen. Then you may run Report # 4-26, PAY CHECK SUMMARY, and if all the information is correct, run Report # 4-27, PRINT PAYROLL CHECKS.

Be sure you have the Last Paid date, the Pay Period and the Rate/Wage/Ded Amt fields filled in, on the E screen for each employee.

If there is an RT or OT in the bottom field of the Employee screen, the lines on the Time Card are not scanned. Rather the Regular Hours and Overtime Hours in the top right hand corner of the Time Card are used. If you use SL or SAL (for Salary), the report ignores the Time Card although the hours can be applied to various jobs on the Time Card.

If the above do not apply, the report takes the category from the Time Card, scans the Employee screen for a match or partial match and then uses that rate. For overtime, it adds an O to the category code if a code has not been set up. Special cases, such as partners, can be set up using a JLP on the Employee screen for partner's wages and JLQ for partner's overtime wages.

Limitations:

1. Processes only Regular Time and Overtime.
2. Does not process benefit hours.
3. Doesn't automatically reverse.
4. If there is a salary on the employee record, the salary amount is used, and regular hours don't calculate.

Local Taxes Withheld (Report # 4-42)

ABC PAYROLL MODULE—This report displays any local taxes that were withheld. Typically this is county taxes. Category 15, Other Withholdings, is also displayed on this report, to show other local taxes.

We do suggest using the 4-40 report and choosing the L for Local option. The 4-40 report is just a little more versatile, allowing you to choose a date range, and showing a clearer display format.

Payroll

Employees (E)

The Employees (E) screen is used to enter data about your employees—name, status, the kind of labor they do, what they will get paid, how much gets withheld from their paychecks, and more.

When you press the **PgDn** key from the Employee screen, a second Employee screen appears, allowing you to add further information, such as emergency contact numbers, insurance company, spouse and dependent names, vehicle make and license number, and more.

Helps Accessed from the Employee (E) Screen

File Help (E)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (E)

F7—loads previous record.

F8—loads next record.

Shift+F7—When the cursor is on an indexed field, press **Shift+F7** to scroll through information in reverse.

Shift+F8—When the cursor is on an indexed field, press **Shift+F8** to scroll through information going forward.

Edit Help (E)

Ctrl+A—**A**dds a blank line at the cursor. (Works only on repeating fields.)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor. (Works only on repeating fields.)

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V**.

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Alt+D—moves cursor to **D**eduction/Advance section.

Alt+I—moves cursor to Tax **I**nformation section.

Home—places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor to the top of the repeating fields.

Page Down—moves the cursor to the bottom of the repeating fields.

Shift+Up arrow—moves the cursor to first line of repeating fields.

Shift+Down arrow—moves the cursor to next available line of repeating fields.

Tools Help (E)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this employee. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+M—accesses a **M**emo pad for notes.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Alt+Y—Transfer Employee to Customer, Vendor or Name screen.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Reports Help (E)

(The **F11** hot key takes you straight to the Report Menu. Then you can just press the letter of the report you wish to run. Of course, using your mouse works too.)

C—Employee **C**hecks Report (From Report # 4-28.)

W—Employee **W**age & Deductions (From Report # 4-24.)

L—Prints Employee Address **L**abel

E—Prints Employee Address on an **E**nvelope

Links Help (E)

Address—Click on the **Address** link to lookup this customer's address on Google maps. Quick way to get directions to a customer's place when you are a service technician.

Verify—The Verify link takes you into www.melissadata.com to verify this customer's information.

Employee Code (E.0)

If the Code Generator has been set up on the Company Setup (#) screen, a reference code is automatically generated for the employee, after you enter his or her name in the Name field. (See instructions for how to properly enter the name in the Name field.)

If you have chosen not to use the automatic code generator, enter the code you will use to reference the Employee. It may be letters, numerals or a combination of both. Be simple & consistent.

Name (E.1)

Enter the employee's name as you want it to appear on paychecks and payroll reports.

Use a comma in the name, for what follows the comma will be placed first when it's printed on payroll reports. For example, Wengerman, T. Ray will be printed: T. Ray Wengerman.

Additional Address Line (E.2)

This may be used as an additional name or address line. Enter the information here as you want it to appear on paychecks and payroll reports.

Address (E.3)

Enter the employee's street address as you want it to appear on paychecks and payroll reports.

Zip Code Extension (E.5)

If you know the four-digit extension, enter it here.

Phone Number (E.6)

Enter the telephone number here. If you enter 7 or 10 characters, the phone number will format automatically. This appears on Report # 4-21, EMPLOYEE PHONE, and Report # 4-23, EMPLOYEE DATA.

Worker's Compensation Number (E.7)

Enter the Worker's Compensation Number here. This is an informational field.

Social Security # (E.8)

Enter the employee's Social Security #. This will print on W-2 Forms and certain payroll reports.

Status M/S, P (E.9)

Enter the employee's marital status here. Enter **M** for **M**arried or **S** for **S**ingle.

This will determine which tax table should be used for calculating the federal withholding tax.

Enter **P** if this record is used for **P**ayments of tax liabilities, such as federal deposits and wage attachments.

You cannot save an employee record without an entry in this field.

Pay Period Frequency (E.10)

Enter a code here to tell how often the employee is paid. This information is used in federal tax calculations. Following are the codes that may be used:

W—**W**eekly

B—**B**i-weekly

M—**M**onthly

T—**T**wice Monthly

Q—**Q**uarterly

S—**S**emi-annually

Y—**Y**early

N—**N**one

Federal # of Dependents (E.11)

Enter the total number of dependents the employee is claiming for calculating federal withholding tax.

Birth Date (E.12)

Enter the employee's birth date. This is an informational field that appears on some payroll reports.

Hire Date (E.14)

Enter the date the employee was hired. This is an informational field that appears on some payroll reports.

Termination Date (E.15)

Enter the date of termination of employment. Enter this date only if it applies to this employee.

Entering a Termination Date will omit the employee from certain payroll reports if they are dated after the Termination Date. For example, Report # 4-27, PRINT PAYROLL CHECKS. If the report is dated after the Termination Date, it will not print a check for that employee.

Review Date (E.16)

Enter a future date to review this employee's records. This is an informational field that appears on some payroll reports.

Last Raise Date (E.17)

Enter the date the employee was last given a pay raise. This is an informational field that appears on some payroll reports.

When a change is made to an employee's rate, up or down, you are asked, "*Do you want to update the raise history? (Yes/No)*." If you press **Y**, the increased rate is tracked as a pay raise.

Extra Amount (E.18)

Use this field if the employee has requested you to deduct more than the automatically calculated amount for this tax. Enter only the extra amount. (Usually this only applies to Federal Tax Withholding.)

Tax Exempt (E.19)

Enter a **Y** beside any of the taxes that the employee is exempt from, so it will not be deducted from the employee's wages.

State Tax Code (E.20)

This automatically loads from the Withholding Defaults column on the Payroll Setup ('E) screen. If a different code applies to an employee for this tax, change it here. Enter the code you have set up on the Category & Tax Tables (K) screen for this tax.

011 STATE TAX WITHHOLDING must be entered in the Amount/Tax field on the record you have set up on the Category & Tax Tables (K) screen.

Other State Code (E.23)

This automatically loads from the Withholding Defaults column on the Payroll Setup ('E) screen. If a different code applies to an employee for this tax, change it here. Enter the code you have set up on the Category & Tax Tables (K) screen for this tax.

012 OTHER STATE WITHHOLDING must be entered in the Amount/Tax field on the record you have set up on the Category & Tax Tables (K) screen.

Local Tax Code (E.26)

This automatically loads from the Withholding Defaults column on the Payroll Setup ('E) screen. If a different code applies to an employee for this tax, change it here. Enter the code you have set up on the Category & Tax Tables (K) screen for this tax.

013 LOCAL TAX WITHHOLDING must be entered in the Amount/Tax field on the record you have set up on the Category & Tax Tables (K) screen.

Medicare Tax Code (E.29)

This automatically loads from the Withholding Defaults column on the Payroll Setup ('E) screen. If a different code applies to an employee for this tax, change it here. Enter the code you have set up on the Category & Tax Tables (K) screen for this tax.

014 #1 OTHER WITHHOLDING TAX must be entered in the Amount/Tax field on the record you have set up on the Category & Tax Tables (K) screen.

Other Tax Code # 1 (E.32)

This automatically loads from the Withholding Defaults column on the Payroll Setup ('E) screen. If a different code applies to an employee for this tax, change it here. Enter the code you have set up on the Category & Tax Tables (K) screen for this tax.

015 #2 OTHER WITHHOLDING TAX must be entered in the Amount/Tax field on the record you have set up on the Category & Tax Tables (K) screen.

Deduction/Advance Codes # 1—7 (E.35)

These lines are used for deductions and advances. The information automatically loads from the Payroll Setup ('E) screen when a new employee is entered, but may be changed or added to here in order to fit the employee's application. Deductions and advances will automatically calculate when a paycheck is entered for this employee.

The code automatically loads from the Deduction Defaults column on the Payroll Setup ('E) screen. If a different code applies to an employee, change it here.

Any code you use must first be set up on the Category & Tax Tables (K) screen. 016, DEDUCTION/EARNING #1 (or 017 DEDUCTION/EARNING #2, 018 DEDUCTION/EARNING #3, etc.), must be entered in the Amount/Tax field on the record you have set up on the Category & Tax Tables (K) screen.

Here's an example of a deduction:

- On the K screen enter WA as the code and Wage Attachment as the description.
- Enter Wage Attach as the Stub description.
- Enter the Wage G/L Account #. (Our standard # is 8850).
- Enter D in Labor Type.
- On the right hand side enter 017 in the Amount/Tax field and #29 in the Calculate field.
- Press **F9** to save.
- Then, on the E screen, enter WA on Field # 17 and enter the amount (to be deducted each pay period) in the PAY_DED field.
- Press **F9** to save.

Paycheck Deduction (E.36)

Enter a deduction amount as a positive figure. Unless an amount has been entered into the TOT AMT field on this line, this amount will be deducted from each paycheck the employee receives until you come back and clear out the figure in this field.

Enter an advance amount as a negative figure. Unless an amount has been entered into the TOT AMT field on this line, the employee will continue to receive the advance on each paycheck until this field is cleared.

Total Amount (E.37)

Use this field if you want the employee to quit receiving a deduction or an advance after it accumulates to a certain amount. Once the accumulated deduction/advance equals the amount entered in this field, the amount entered into the PAY DED field on this line will no longer be deducted/advanced from the employee's paychecks.

For example, if Joe owes the company $500 and he pays that off with a $50 deduction from each pay check, enter the $500 in this field and the $50 deduction in the PAY DED field just previous to this field. If there is no amount entered here, the employee will continue receiving the deduction or advance on all paychecks.

Deduction accumulations are zeroed at the end of each year. Therefore, at the end of each year, this field must be changed to reflect only the amount that still needs to be deducted. Lines with the total amount deducted will need to be deleted.

Privilege Tax (E.56)

This automatically loads from the PRVLG field in the Deduction Defaults column on the Payroll Setup ('E) screen. This code may be deleted or changed here to fit an employee's application. If a different code applies to an employee, enter the code you have set up on the Category & Tax Tables (K) screen for the tax.

092 PRIVILEGE TAX DEDUCTION must be entered in the Date & Amt field on the record you have set up on the Category & Tax Tables (K) screen.

Other One-Time Deduction (E.57)

This automatically loads from the OTHER field in the Deduction Defaults column on the Payroll Setup ('E) screen. This code may be deleted or changed here to fit an employee's application. If a different code applies to an employee, enter the code you have set up on the Category & Tax Tables (K) screen for the tax.

094 OTHER ONETIME DEDUCTION must be entered in the Date & Amt field on the record you have set up on the Category & Tax Tables (K) screen.

FICA—Social Security Tax (E.58)

This is a tax the employer is required to pay on his employee's wages. It calculates from the information that is set up on the Payroll Setup ('E) screen. Report # 4-30 QUARTERLY PAYROLL REPORT, lists the taxable wages with the amount of tax the employer should pay to the government.

If the employee is exempt from FICA, enter **Y** here. Report # 4-30 will not calculate this tax on the employee's wages, nor will FICA taxes be deducted from the employee's paycheck.

Enter **4** in this field if you want "FORM 4029 EXEMPT" to print in the FICA block on the employee's W-2 Form at the end of the year.

FUTA—Federal Unemployment Tax (E.59)

This is a tax the employer is required to pay on his employee's wages. It calculates from the information that is set up on the Payroll Setup ('E) screen. Report # 4-30, QUARTER PAYROLL REPORT, lists the taxable wages with the amount of tax the employer should pay to the government.

If the employee is exempt from FUTA, enter **Y** here. Report # 4-30 will not calculate this tax on the employee's wages.

If a portion of the employee's wage is exempt from FICA and it is also exempt from FUTA (certain accident and health premiums including some section 125 plans), enter **F** here and Report # 4-30 will calculate only on the FICA wages.

SUI—State Unemployment Insurance (E.60)

This is a tax the employer is required to pay on his employee's wages. It calculates from the information that is set up on the Payroll Setup ('E) screen. Report # 4-30, QUARTER PAYROLL REPORT, lists the taxable wages with the amount of tax the employer should pay to the government.

If the employee is exempt from SUI, enter **Y** here. Report # 4-30 will not calculate this tax on the employee's wages.

Insurance (E.61)

Enter the amount of insurance to be withheld on each paycheck. This refers to any insurance requested by the employee. For example, the employer may offer medical or hospitalization insurance.

For this field to work, the code that is set up for insurance on the Category & Tax Tables (K) screen must be entered in the INSUR field on the Payroll Setup ('E) screen.

Classification (E.62)

This field allows you to separate your employees into classes and print out a separate report on each class. For example, office workers, production workers and salespersons.

Enter a code here to classify the employee for this purpose.

Pension (E.65)

This field works with Report # 4-36, W-2 FORMS. Enter **Y** here if you want an X to appear in the Pension Plan box on W-2 forms for this employee.

Other # of Dependents (E.66)

This field is used in some cases where the state does not use the federal method of calculating who can be included as a dependent.

Time Clock # (E.67)

ABC Software allows the automatic entry of time for an employee from certain compatible time clocks. Each employee should have a number that he is assigned for punching in and out. Enter it here.

Automatic Vacation Credits Y/N (E.73)

If you are using automatic vacation credits, and this employee is not eligible (for example, a part-time employee), enter **N** here. (Leaving it blank has the same effect as entering **Y**).

See "Vacation Credits" help in the Payroll section of this manual.

Period Paid (E.78)

This field is used with an optional auto-payment of timecards program. Report # 4-41, PAYROLL FROM TIME CARDS, updates this field automatically, using the end of the time period date.

NOTE: When you are entering a new employee, enter a date that is PRIOR to when the employee started working.

Next Time Card to Pay (E.79)

This field is used with an optional auto-payment of timecards program. Report # 4-41, PAYROLL FROM TIME CARDS, updates this field and the Period Paid field to determine which time cards are already paid.

Category (E.80)

Enter the codes that are set up on the Category & Tax Tables (K) screen for the wage or deduction categories that apply to this employee. The deductions entered here will be deducted from the employee's wages in addition to the ones that are set up in other fields on this screen. The information entered here loads to the Paycheck Entry (P) screen when a paycheck is entered for this employee.

The information entered in the CALCULATION & AUTO POST INFORMATION section on the Category & Tax Tables (K) screen determines how the wage or deduction is calculated, and where the information is stored.

Codes for records with a number from 009 to 015 in the Amount/Tax field on the Category & Tax Tables (K) screen should not be entered here. These numbers are reserved for the records that are set up for the automatic tax deductions in Section 2 of this screen. Any such codes entered here will be wiped out by the automatic tax deductions on the Paycheck Entry (P) screen.

The code that is set up for the employee's normal wage should be entered on the first line. If a code that is not entered here is entered on a paycheck for this employee, the program uses the rate on the first line to calculate the employee's wage.

There are four basic wage types. Following are some examples of codes that could be used:

JL—**J**ob **L**abor

JLO—**J**ob **L**abor **O**vertime

PR—**P**iece **R**ate

SL—**S**alary

RT—**R**egular **T**ime

OT—**O**vertime

SLW—**S**alary + **W**ages

NOTE: If you enter hours on a Time Card for a salaried employee, enter JL or RT on the first line with the rate per hour which you wish to use for job costing reports. Enter SL or SLW as the code on the second line and his salary as the amount.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Rate/Wage/Deduction Amount (E.81)

Enter the rate or amount the employee receives.

- For Regular Time, enter the regular amount earned per hour.
- For Overtime, enter the overtime amount per hour.
- If the employee receives a piece rate, enter the amount earned per piece.
- If the employee is on a salary, enter the amount earned per paycheck.
- For a deduction, enter the amount to be deducted from the employee's paycheck.

Enter a wage or earning amount as a positive figure, and a deduction amount as a negative figure.

Labor Type (E.82)

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

This field is used with Job Costing. A code may be entered here to track the level of labor this employee is credited for. The available codes are:

1—Apprentice
2—Journeyman
3—Master
B—**B**enefit (Used for hours like Vacation, Holiday, etc.)
I—**I**ndirect (Used for hours that do not necessarily apply to a specific job, like secretary time, shop cleanup, etc.)

M—**M**aterial (Used mostly for mileage and other things that are not labor, but for which the employee is reimbursed.)

If this field is left blank, the Labor Type that has been set up on the K screen is used for this Labor Category. This is used for calculations on the T screen and for Job Costing, though it isn't displayed here.

Helps Accessed from Employee Screen 2

(You get to this second employee screen by pressing the PgDn key while on the first employee screen.)

Employee Code (E2.0)

The employee code loads from the 1st Employee Screen along with the employee's name.

Spouse Name (E2.1)

Enter the spouse's first name. Last name is unnecessary unless different from Employee's last name.

Work Phone # (E2.2)

Enter the spouse's work phone number, if applicable.

Insurance Company (E2.3)

Enter the spouse's insurance information here.

Emergency Contact Name (E2.4)

Enter the name of your employee's desired emergency contact person.

Relationship (E2.5)

Designate the relationship of this emergency contact to your employee.

Telephone # (E2.6)

Enter the telephone number of this emergency contact.

Vehicle Make (E2.7)

Enter your employee's vehicle make. Also include the model here, if desired.

License # (E2.8)

Enter employee's driver's license number.

Drug Test Date (E2.9)

If you require drug testing for employees, enter the date of the last drug test here.

Raise Date (E2.12, 13, 14)

Track employees' raise history in these fields. Enter the dates when they were awarded a pay raise and the new pay rate in the corresponding fields.

Pay Rate (E2.15, 16, 17)

Enter the amount the employee is being paid as of the date to the left of each pay rate field. This gives you some history of your employee's past raises and rates.

Names of Dependents (E2.21—28)

There are 8 fields here for listing the employee's dependents.

If the employee has more than eight dependents, I would suggest you list them in a journal entry. If you do this, consider leaving field 8 as a comment field, saying that there are further dependents listed with **Ctrl+J**. Then press **Ctrl+J** and list the rest of the dependents there. Pressing **Ctrl+J** again at any time from this second employee screen will return you to this continued list of dependents.

Employees—Setting Up (E)

To set up a new Employee:

1. Press **Ctrl+N** to clear the screen.
2. Type the name the way it appears in the telephone book—last name, comma, and then the first name and middle name or initial.

3. Press **Enter.**
4. Enter the employee's marital status.
5. In the Pay Period field, note how often the employee will be paid.
6. In the Pay field, enter a date PRIOR to the first pay date.
7. In the center section of the screen, enter Y in any field where the Employee is exempt from one of the listed taxes.
8. You may set up deductions and advances in the middle, right-hand section of the screen, though this information typically carries over from the setup you did on the Employer Setup ('E) screen.
9. In the bottom section of the screen, enter codes (previously set up on the K screen) to show the employee's Labor Category. For example, JL is the code for Job Labor and 001 is the code for Regular Wages. (Use F6 to see available codes.)
10. Under the RATE/WAGE/DED AMT, enter the rate you will pay this employee for each category of labor listed.
11. Press **PgDn** to open the second employee screen and add any further information about this employee that you wish to track.

Paychecks (P)

The Paychecks (P) screen is used for paycheck entry and processing. Among other helps found in this chapter are some concerning federal and state payroll requirements.

Helps Accessed From the Paychecks (P) Screen

File Help (P)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Load Help (P)

Alt+B—searches **B**ack for previous paycheck for employee.

Alt+F—searches **F**orward for next paycheck for employee.

Alt+N—loads **N**ext employee.

Alt+P—loads **P**revious employee.

F7—opens/loads previous record.

F8—opens/loads next record.

Edit Help (P)

Ctrl+A—**A**dds a blank line at the cursor. (Used only on repeating fields).

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor. (Used only on repeating fields).

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home—places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up one screen at a time when the cursor is in the repeating fields. Anywhere else on the screen, it places the cursor on the top line of the repeating fields.

Page Down—moves the cursor down one screen at a time when the cursor is in the repeating fields or to the next available line.

Shift+Up arrow—moves cursor to first line on repeating fields.

Shift+Down arrow—moves cursor to next available line on repeating fields.

Tools Help (P)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this purchase order. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the reference # on a **W**ord Processor list. To see the list, enter OLABELS as your code on the W screen. Ctrl+W

Alt+A—prevents recalculation. When you use **F9** to save a record, automatic deductions (such as Federal Withholding Tax) will be recalculated regardless of what was entered on the screen.

NOTE: **Alt+A** should NOT be used when changing wages because the withholding taxes must be recalculated to reflect the wage change.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Check # (P.0)

This is the paycheck number and should match the number on the check the employee receives. Numbers are generated sequentially, but may be changed if for some reason you need to skip check numbers.

If there is a ledger specified in the Payroll & A/P Ledger # field on the Company Setup (#) screen, both the Accounts Payable and Payroll are paid from this checkbook or ledger. Therefore, the paycheck numbers may not be sequential, since checks to vendors are written between payroll periods.

If no ledger is specified on the Company Setup (#) screen, the payroll checks are numbered in sequential order, independently of the Accounts Payable check numbers.

(Note that the number entered into the Payroll & A/P Ledger # field is the ledger number which appears when accessing the Ledgers Select (-) screen and not the Chart of Accounts account number for the checking account.)

Period End (P.1)

Enter the last day of the pay period covered by this check. This date is for information purposes, appearing on the paycheck stub and on some payroll reports.

Pay Date (P.2)

Enter the date of payment. This is the date that appears on the check when printing paychecks with Report # 4-27, PRINT PAYROLL CHECKS.

This date determines when employee information is posted and rolled. Posting and rolling takes place on a per employee basis, when the first paycheck is entered in a new quarter for him.

After an employee's records have been posted and rolled, prior payroll reports cannot be obtained for him. Therefore, it is important that the End-of-quarter procedures are followed and all Quarter End reports are printed before entering the first paycheck in a new quarter.

When entering the first paycheck in a quarter, you will be prompted with the following message: "*Are all Quarter End Reports Printed? Enter Password.*" Enter **PASS** only if this has been done.

When entering the first paycheck of the year you will be prompted with the following message: "*Are all year end reports and W-2 forms printed? Enter Password.*" Enter **PASS** only if this has been done.

Employee Code & Name (P.4)

This code references the Employee (E) screen. Enter the code which you assigned on the Employee screen, and the employee's name, wage categories, rates, and deductions will be loaded. Use the **F6** Lookup to search for a code.

Category (P.6)

The Wage and Deduction Category Codes which appear in this section of the screen are loaded from the defaults which are set on the Employee (E) screen.

These defaults may be changed here manually. Any changes which you enter here will only apply to this one paycheck.

To enter wages or deductions which you did not establish on the Employee screen, enter the codes that are set up on the Category & Tax Tables (K) screen for those wages or deductions.

The rate will load from the first line of the Wage/Deduction information entered on the Employee screen.

Hours/Taxable Wage (P.7)

If the Wage Category on the line on which you are entering calculates on the basis of hourly wages, enter the total number of hours that apply to the category and rate. If the line on which you are entering indicates piece rate wages, enter the number of pieces.

If you already calculated your payroll by pressing the **F9** key, the tax withholdings and other deductions are also printed on this part of the screen. If the category on this line is an automatic tax deduction, the amount in this field is the taxable wage.

Rate (P.8)

This loads from the Employee (E) screen (for hourly wages, piece rate wages, etc.) when the employee code is entered. You may change this rate here, but the new rate will only affect the current paycheck. If you wish to change the rate permanently, change it on the Employee screen.

If no rate is entered on the Employee screen, you may enter the rate manually.

Wage/Deduction (P.9)

The wage calculates automatically when an hourly or piece rate type pay is used. If the employee receives a salary, this loads from the Employee (E) screen, but may be changed here if necessary. Deductions that are set up on the Employee screen show in this field as a negative amount.

Balancing Payroll

This procedure should be followed with **each** payroll, so that if any problems occur, they will be detected immediately.

If you do payroll for more than one classification of employees, you will need to balance each classification separately. The reports referred to in this section must all be printed for the employee classification you are currently balancing. Otherwise, your payroll will appear to be out of balance.

1. Make sure all paychecks for the current payroll are entered.

2. Print Report 4-26, PAYCHECK SUMMARY. When the prompt "*Enter Employee Code or Enter*" appears, press **Enter** to print all employees.

You will then be given the option to specify whether you want the report printed for a certain class of employees, or for all employees.

a. If you are doing payroll for only a certain class of employees, enter the classification.

b. If the payroll covers all employees, simply press **Enter**.

3. Scan the report for accuracy. Make any necessary changes on the Paycheck Entry (P) screen.

NOTE: Changes may not be made after paychecks are printed.

4. If you made any changes on the Paycheck Entry (P) screen, reprint Report # 4-26.

5. The Year-to-date NET PAY total from the last Paycheck summary plus the NET PAY total from this report should equal the Year-to-date NET PAY total on this report.

If the reports do not balance with each other, check the following:

- Have any check numbers been skipped between the two reports?
- Are there any checks that have been included on both reports?
- Have any checks been deleted since the last Paycheck Summary was printed?

6. When you have an accurate Paycheck Summary report, place it in your permanent file.

7. Print paychecks with Report # 4-27, PRINT PAYROLL CHECKS.

8. The Payroll screen is now ready to begin the new payroll period.

Entering Initial Employee Balances (P)

When first setting up payroll from a manual system, you will probably find that the computer's calculations for the withholding taxes are slightly different than your manual calculations. It is best, at this point, to contact your ABC Accounting representative, so that all your setup information can be entered properly.

Enter the employee's wage information and press **F9.** The computer will calculate the withholding taxes and the NET AMOUNT and display them on the screen. Instead of pressing **Enter** to save the paycheck, use the arrow keys to move the cursor to the WAGE/DED(-) field for the automatic taxes that need to be changed. Change them to agree with your manual tax calculations.

NOTE: Normally the taxable wage amounts do not need to be adjusted. Changing these could cause an error when printing the employee's W-2 form at the end of the year. After adjusting the withholding taxes, press **Alt+A.** The computer will recalculate the NET AMOUNT, but not the automatic withholding taxes. If the information is correct, press **Enter** to save the paycheck.

WARNING: Do NOT use **Alt+A** to adjust wages. **Alt+A** should only be used to adjust the automatic withholding taxes when **first setting up the payroll system**.

Federal Payroll Requirements (P)

Federal Payroll requirements are found on the Circular E Employer's Tax Guide. The main categories covered are as follows.

SOCIAL SECUTITY
MEDICARE
FEDERAL WITHOLDING
FUTA

Contact your accountant for further information.

Call your ABC Accounting representative if you want a yearly tax requirement update letter mailed to you.

Forms 940 and 941 can be ordered by calling 1-800-TAX-FORM.

Payroll Procedures Using Time Cards (P)

1. Employees are set up on the E screen.

   a. Make sure that the Status M/P, the Pay Period, and the Pay Date (the previous pay period) fields have been completed.

   b. Wage categories and rates are set at the bottom of the E screen.

   c. Commonly used wage categories are JL for Job Labor, JLO for Job Labor Overtime, RT for Regular Time, OT for Overtime, HP for Holiday Pay, VP for Vacation Pay, SP for Sick Pay and SL for Salary.

2. Next go to the Time Card Entry (T) screen.

   a. Enter the Employee's Name, the ending Date and the total number of hours (including overtime, vacation and holiday hours).

   b. Below, enter the job #, job class (if desired), the code for the equipment or labor, and the number of hours for that line.

   c. Use as many lines as needed.

3. Run Report # 4-41, PAYROLL FROM TIME CARDS.

   a. Press **Enter** until you get to Period End Date.

   b. Enter the correct date.

c. Press **S** for **S**creen.

d. Choose the correct letter for your pay period, (W,B,M,T,Q,S,Y).

e. Make sure you have the correct starting check #. (Type in the correct number if necessary.)

4. To view the payroll checks calculated from the time cards, press **F10** and then go to the Paycheck Entry (P) screen**.** Use the **F7** and **F8** keys to scroll through the calculated records for each employee.

5. Run Report # 4-26, PAY CHECK SUMMARY.

a. Use the check numbers from the P screen.

b. Review the report, make sure the hours are reasonable and no one has been missed.

c. As a final accuracy test, make sure the Year-to-date net pay (on the bottom line) from your previous PAY CHECK SUMMARY, plus the net pay on the current PAY CHECK SUMMARY (on the 3rd line from the bottom) equals the Year-to-date net pay (on the bottom line) on the current report.

13. Run Report # 4-27, PRINT PAYROLL CHECKS. (If printing stubs only, 3 per sheet are printed on the traditional perforated paper style checks.)

14. Run Report # 4-39, PAYROLL CATEGORY & POSTING REPORT, to post the checks to the General Ledger.

If you are running this report on your computer screen instead of the printer, BE SURE to press **Enter** until you are back at the G/L & Payroll Reports (4) screen. This affects the way the payroll data is posted.

Payroll Procedures—Not Using Time Cards (P)

1. Employees are set up on the E screen.

a. Make sure that the Status M/P, the Pay Period and Pay date (the previous pay period) fields have been completed.

b. Wage categories and rates are set at the bottom of the E screen.

c. Commonly used wage categories are JL for Job Labor, JLO for Job Labor Overtime, RT for Regular Time, OT for Overtime, HP for Holiday Pay, VP for Vacation Pay, SP for Sick Pay and SL for Salary.

2. Next go to the Paycheck Entry (P) screen.

a. Type the Period End date, the last day in the period that you are paying and press **Enter.**

b. Type the Pay Date. Press **Enter**.

c. Type the code of the Employee who the check is for and press **Enter**.

d. The employee's name, labor categories and wage rates will be loaded.

e. Enter the number of hours for each category of wage.

f. Press **F9.**

g. This calculates the withholding tax and enters the net amount of the pay check near the top right corner of the screen.

3. Run Report # 4-26, PAY CHECK SUMMARY.

a. Use the check numbers from the P screen.

b. Review the report, make sure the hours are reasonable and no one has been missed.

c. As a final accuracy test, make sure the Year to Date net pay (on the bottom line) from your previous PAY CHECK SUMMARY, plus the net pay on the current PAY CHECK SUMMARY (on the 3rd line from the bottom) equals the Year-to-date net pay (on the bottom line) on the current report.

4. Run Report # 4-27, PRINT PAYROLL CHECKS, to print the payroll checks. (If printing stubs only, 3 per sheet are printed on the traditional perforated paper style checks.)

5. Run Report # 4-39, PAYROLL CATEGORY & POSTING REPORT, to post the checks to the General Ledger.

If you are running this report on your computer screen instead of the printer, BE SURE to press **Enter** until you are back at the G/L & Payroll Reports (4) screen. This effects the way the payroll data is posted.

State Payroll Requirements (P)

PA STATE REQUIREMENTS—Use Form UC2A to file the PA State Unemployment Taxes. This is done quarterly by April 30, July 31, October 31, January 31.

Use Form PA501/W3 to file the PA Withholding Taxes by April 30, July 31, October 31 and January 31.

PA COUNTIES—Most PA counties also have quarterly payroll forms which are due on the same dates as the state quarterly forms.

OTHER STATES—Most states collect payroll tax. This varies greatly from state to state. Ask your accountant for what the requirements are in your state. See your ABC dealer for help in setting up the correct tax tables for your state.

OTHER LOCALITIES—Many states do not collect a local or county payroll tax. Sometimes this is included in the state payroll tax. Ask your accountant for what the requirements are in your locality. Your ABC dealer can help you in setting it up.

End-of-Quarter Procedures

Employee reports for the prior quarter cannot be obtained after a paycheck has been entered in the new quarter. Therefore, it is IMPORTANT that End-of-quarter procedures are followed after the last pay in a quarter, and before the first pay in a new quarter.

1. Make sure all paychecks for the quarter have been entered.

2. Print Report # 4-30, QUARTER PAYROLL REPORT.

    a. Compare Total Wage with Quarter-to-date (Report # 4-26) for the quarter. The two totals should be equal. This will confirm that the total is accurate, since you have been manually checking the Year to Date NET PAY totals on the Paycheck Summary report every pay.

    b. You may want to print several extra copies of this report to send in with your quarterly payroll tax returns.

3. Print Report # 4-31, EMPLOYEE QTD SUMMARY. The totals should equal the QTR to Date totals on the last Paycheck Summary for the quarter.

4. Print Report # 4-32, EMPLOYEE YTD SUMMARY. The totals should equal the Year to Date totals on the last Paycheck Summary for the quarter.

5. Keep the Quarter Payroll Report, Employee QTD Summary, and Employee YTD Summary in a permanent file.

6. The payroll system is now ready for the next quarter's entries.

Payroll Accounting Tips (P)

A. Payroll Overpayments (without Job Costing)

If you discover that you were overpaying an employee, and you want to deduct an amount from his paycheck each pay period, over a period of time, to make up the difference; here's how.

1. Find out how much in gross wages he was overpaid and how much was withheld in the various categories of withholding taxes. Use Report # 4-40 and sort by employee to find total wages and deductions for the time period.

2. Set up a Payroll Overpayment Reversal account on the G screen. (ABC's standard Payroll Overpayment Reversal account # is 139.)

3. Set up an Overpayment Reversal Category on the K screen.

    a. Use OPR as the code.

    b. Use the G/L # set up in step 2.Use 022 in the Amount/Tax field.

    c. Enter #29 in the Calculate # field.

4. Set up an Overpayment Category on the K screen.

    a. Use JOP as the code.

b. Use your regular Labor G/L Account #. (ABC's standard # is 6850.)Use 001 in the Amount/Tax field.

c. Enter #29 in the Calculate# field.

5. On the P screen, enter the employee's code.

6. On the first Category Description line,

   a. enter JOP as the code

   b. and enter the gross overpayment as a negative.

7. On the 2nd line enter OPR as the code but leave the rest of the line blank.

8. Press **F9** to save. This causes Withholding Codes to display on the screen. Make sure the gross overpayment amount is listed as a negative number with each deduction category.

9. Enter the actual amounts that were withheld as positive figures.

10. Use **Alt+A** to calculate. This displays a negative check amount.

11. Put the same amount on the 2nd line with OPR as the code, but type it in as a positive number.

12. Use **Alt+A** again. The check amount should be blank and the message should prompt you to press **Enter** to save.

13. On the E screen, use the code OPR on FLD# 22 as the DED/ADV CODE.

14. In the PAY DED field, enter as a positive figure the amount you want to deduct from each paycheck to recover the overpayment.

15. In the TOT AMT field, enter the total amount of the overpayment to be recovered. The amount you chose to deduct in the PAY DED field will be taken from each paycheck until this total has been reached.

B. Payroll Overpayments (with Job Costing)

To correct job cost amounts because of overpayment, do all the steps described above; then the following:

1. On the T screen, enter the Employee Code.

2. Do not enter anything in Total hours.

    a. Below, enter the Job Class and the Job # which need the costs reversed.

    b. Enter a negative 1 in Total Hours and change the rate to the amount of overpayment.

    c. On the next line enter the same Job Class and Job #.

    d. Enter 1 in Total Hours.

    e. Blank out the rate.

    f. Use **F9** to save.

3. On the E screen, enter the Employee.

4. Change the Next Time Card number to the number immediately following the Time Card which you just used on the Time Card screen.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Small Overpayments That Can Be Corrected in One Payroll Period

1. If you use time cards

    a. At the bottom of the time card, after you entered the hours for the current period, enter the **Item #** and the **Job #** which were overpaid.

    b. Enter a negative 1 in the **Total Hours** field and change the rate to the amount of overpayment.

c. On the next line enter the same **Item #** and **Job #.** Enter a positive 1 in the **Total Hours** field and blank out the rate.

d. Use **F9** to save.

e. Continue with the payroll as normal.

2. If you do not use time cards

a. On the Paycheck Entry (P) screen after you enter the current number of regular and overtime hours, use the regular category code on the blank line.

b. Enter a negative 1 in the **Hrs/Taxable Wage** column at the bottom of the screen and in the **Rate** column enter the amount of overpayment deduction.

c. On the next line use the same category code, put a positive 1 in the **Hrs/Taxable Wage** column and blank out the **Rate** column.

d. Use **F9** to save.

e. Continue with payroll as normal.

Reimbursements and Other Additions to the Paycheck

1. If you wish to add mileage reimbursement, rent or other amounts to an employee's paycheck; enter them on the time card.

a. On the Category Tax Tables (K) screen, set up a category for such payments. You may want to use something like MR for Mileage Reimbursement. Use M in the **Labor Type** field, 025 in the **Amount/Tax** field and #23 in the **Calculate #** field.

b. Set up an item on the Inventory (I) screen with MR in the **Labor Category** field.

c. On the time card, use the item code from Step # 1-b. You may enter a quantity of 1 in the **Total Hours** column and the total amount of the non-wage payment in the **Rate** column. Or you may enter the number of miles being reimbursed and the rate. The total amount is calculated when you press F9.

OR

2. You can add such payments directly to the paycheck on the Paycheck Entry (P) screen.

a. First follow the steps given in Step # 1-a above.

b. On the Employee (E) screen, enter MR just below the line(s) where the wages are entered. Enter the rate per mile, in the **Rate/Wage/Deduction Amount** field.

c. On the Paycheck Entry (P) screen enter the total miles on the MR line.

d. When you press F9, this is added to the paycheck amount but NOT included in taxable wages.

Setting Up Wage Attachments

A wage attachment is used when money must be deducted from an employee's paycheck (such as alimony) to be sent to the court.

1. Go to the Tax and Wage Tables (K) screen.

   a. Enter **WA** as the code and *Wage Attachment* as the description.

   b. Enter **Wage Attach** in the **Stub Description** field.

   c. Enter the Wage G/L Account number.

   d. Enter **D** in **Labor Type**.

   e. On the right-hand side, enter 016 in the **Amount/Tax, Ded(uction)** field and #29 in the **Calculate #** field. Leave the other fields blank.

   f. Press F9 to save.

2. Go to the Employees (E) screen.

   a. Enter **WA** on line 16 of the **Fld# Ded(uction)/ Adv(ance) Code** field.

Notice that the 016 you entered in the **Amount/Tax Ded(uction)** field of the Tax and Wage Tables (K) screen corresponds to line 16 on the Employees (E) screen. Similarly, if you had entered 017 in the Tax and Wage Tables (K) screen, you would need to enter the **WA** code on line 17 of the Employees (E) screen.

b. Enter the amount to be deducted each pay period in the **Paycheck Deduction (PAY DED)** field.

c. Enter the total amount that will be deducted from the employee's paychecks in the **Tot(al) Amount** field.

d. Press F9 to save.

3. Make a second record on the Employees (E) screen.

a. Enter the code for and name of the courthouse that is receiving the money deducted from the employee's wages.

b. Enter the address the check will be sent to.

c. Enter P in the **Status M/S, P** field.

d. Enter the same code in the **Pay Period** field as is in the employee's **Pay Period** field.

e. Follow all the steps in step 2 above.

Setting Up Other Deductions or Advances

1. Other deductions can be entered following the above pattern. An example of other deductions would be employee debts owed to the company.

2. Advances follow similar steps, except they are entered as a negative figure.

3. If deductions or advances are not a set amount but are to be continued for an indefinite period of time, do not enter any amount in the **Total Amount** field on the Employee (E) screen.

A Warning

Deduction accumulations are zeroed at the end of each year. Therefore, at the end of each year, this field must be changed to reflect only the amount that still needs to be deducted. Lines with the total amount deducted will need to be deleted.

Setting Up a Deduction That Reduces the Gross Pay That Other Deductions Calculate

For instance, if Tom earns $25,000 and puts $250 into a health benefit plan offered by his company, he may be able to deduct that $250 from the amount he records on his Federal Income tax return and his State Income tax return, but not on his county tax return. By entering a 9 and 11 (separated by commas) in the **Remark** field on the Tax and Wage Tables (K) screen, the W2 that is printed out will show earnings of $24,750 federal and state wage boxes but $25,000 in the local wage box. The F1 Help gives you a number of options to choose from. Numbers 9-15 are most commonly used for this field.

Vacation Credits (P)

Vacation due an employee can be entered manually each year or as desired. You can track other benefit hours such as sick pay in the same way. There is also an option to apply vacation credits to employees automatically. We'll discuss the manual method first, then the automatic.

Manually Entering Vacation Credits

You can enter vacation credits on an employee's paycheck at any time. If vacation is based on an employee's hire anniversary, you would enter the credit on the first paycheck after the hire date.

On the paycheck entry screen, after entering the hours and rates as normal, enter the vacation credit code (typically VCR), then enter the number of vacation hours due, with a minus sign (-). For example, if you're crediting two weeks' vacation (ten 8-hour days), enter -80.00.

The number of vacation hours due the employee will appear on each pay stub until the hours are used up. This balance does not clear at the end of the calendar year, but carries into the next year.

To pay vacation wages, enter the vacation pay code (typically VP) on a paycheck, and the number of hours for which to pay the employee. These hours are deducted from however many hours remain in that employees Vacation Pay for the year.

You can track sick hours due the same way by using codes for sick hours credit and sick pay (typically SCR and SP).

Vacation for a Salaried Employee

Enter vacation credits for a salaried employee just as you would for an hourly employee. Enter the vacation code as normal, the number of vacation hours, and an appropriate hourly rate. If you are paying some salary in addition to the vacation, enter the additional amount on the line where the salary normally appears.

For example, an employee has a weekly salary of $1,000, and you want to pay them $1,000 for a week's vacation. Clear the normal salary line. Enter the vacation code (VP), 40.00 hours, and a rate of 25.00.

Suppose you are paying 3 days' vacation plus 2 days' salary. Enter $400 (2 days) on the normal salary line, then enter vacation pay on the next line as 24.00 hours (3 days) at $25.00 per hour.

Automatic Vacation Credits

A uniform method of awarding vacation makes it possible to apply vacation credits automatically. These credits are awarded at intervals based on an employee's Hire date.

Whenever an employee reaches the next date that entitles him to more vacation credits, those credits are shown on his paycheck.

1. Set up an automatic vacation credit category on the K screen.

    a. Type AVC as the code.

b. For a G/L #, you can use a suspense or transfer account since there are only hours included in this category.

c. Enter 028 for the Hours/Unit/Wage field.096 for Hours/Deduct.

d. Use #35 for the Calculate #.

2. A heading appears for the Automatic Vacation Credits Table. This table has the following fields: Anniversary #, Vacation Hours, and Interval (Years).

   a. Enter the table, as shown in the example below.

   b. Save the record.

3. Go to the Payroll Setup ('E) screen.

   a. In Automatic Vacation Credit, enter the AVC code.

   b. Save the record. This enables automatic vacation credits.

4. To pay out vacation wages, follow the procedures described above for the manual credits method.

5. You can also adjust vacation credits manually (using the VCR category) as described above. Use a negative number of hours to increase vacation credit, or a positive number to decrease it.

6. To disable automatic vacation credits for an employee (such as a part-time employee), enter **N** in Automatic Vacation Credits Y/N on the Employee (E) screen.

7. To disable automatic vacation credits entirely, clear Automatic Vacation Credit on the Payroll Setup ('E) screen.

Automatic Vacation Credits Table Example

Suppose an employee gets 7 days vacation (56 hours) each year after 2 years, then 10 days (80 hours) after 5 years, and an extra day (8 hours) each year after that until 20 years, when it levels off at 25 days per year. You would enter the chart as follows.

Note: If Interval is specified and the following Anniversary # is blank, the following Vacation Hours is the amount to add at each interval.

ANNIVERSARY#	VACATION HOURS	INTERVAL (YR)
2.00	56.00	1.00
5.00	80.00	1.00
	8.00	
20.00	200.00	1.00

Calculating the Withholding Taxes (P)

On the Paycheck Entry (P) screen.

After the employee's wages and deductions have been entered, press **F9.**

Net Amount and withholding taxes are automatically calculated and displayed.

If the information is correct, press **Enter** to save the paycheck.

End-of-Year Procedures

1. Follow the End-of-quarter procedures.

2. Any figures entered in the TOT AMT column in Section 2 of the Employee (E) screen need to be changed to reflect the amount that still needs to be deducted.

These deduction accumulations are zeroed at the end of the year. If they are not changed to reflect the remaining balance, the deduction accumulations will start back at zero.

Tax and Wage Tables (K)

This screen is used to define the various wage categories, tax withholdings, and deductions used in the payroll system, and to accumulate hours and wages or other amounts from the paychecks.

Any category you plan to use on the other payroll-related screens—Employee (E), Payroll Setup ('E), or Paycheck Entry (P)—must be defined on this screen first.

It is recommended that your ABC Accounting representative works with you to set up Payroll—with tax and wage categories—properly when you first purchase the software. If changes are necessary, contact your accountant and your ABC Accounting representative to ensure that the entries and changes made are correct.

NOTE: If you are using Job Costing, but not the optional Payroll Module, this screen is only used with the Employee (E) screen. Only the first 8 fields of the K screen (the upper left-hand corner) are utilized in this situation. Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Helps Accessed From the Tax and Wage Tables (K) Screen

File Help (K)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Edit Help (K)

Ctrl+A—**A**dds a blank line at the cursor. (Used only with repeating fields.)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+E—**E**rases the line at the cursor. (Used only with repeating fields.)

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Home—places the cursor at the beginning of the field.

End—moves the cursor to the end of a field.

Page Up—moves the cursor up a page.

Page Down—moves the cursor down a page.

Shift+Up arrow—moves cursor to first line on repeating fields.

Shift+Down arrow—moves cursor to next available line on repeating fields.

Load Help (K)

Ctrl+D—**D**uplicates. If you want to enter the same, or almost the same information under a different code, type in the new code and press **Ctrl+D.** You will be prompted to enter the code of the record you wish to **D**uplicate.

F7—loads previous record.

F8—loads next record.

Tools Help (K)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember about this category. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+W—puts the currently loaded code on a **W**ord Processor list. To see the list, press **F10, W, Ctrl+N** (to clear screen) and then type KLIST. Ctrl+W

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Code (K.0)

Enter a code of 1 to 3 characters that you will use to reference the wage, tax, or deduction category. It may be letters, numerals, or a combination of both. Do not begin any codes with a zero (0) or a number sign (#). These codes are pre-entered, and are used to specify different types of wages, taxes, deductions, and calculations.

Here are codes which have been entered for your convenience:

JL—JOB LABOR
JLO— JOB LABOR OVERTIME
JLP—PROPRIETOR'S WITHDRAWAL
JLQ—PROPRIETOR'S OVERTIME
MA—MATERIAL REIMBUSEMENT
MI—MILEAGE REIMBURSEMENT
OT—OVERTIME
PR—PIECE RATE
RT—REGULAR TIME
SL—SALARY
SLW—SALARY + WAGES
VA—VACATION PAY

NOTE: If Salary is used with Report # 4-41, PAYROLL FROM TIME CARDS, the codes used MUST be SAL or start with SL to work properly. Do NOT use these codes for anything else but salaries.

Description (K.1)

Enter a description of the wage, tax, or deduction.

Stub Description (K.2)

Enter an abbreviated description of the item. This will be used on the paycheck stub, Employee (E) and Paycheck Entry (P) screens, and on some reports.

G/L Account # (K.3)

Enter the general ledger account number that has been assigned for this wage, tax, or deduction category.

Hours/Unit/Wage (K.4)

The Employee (E) screen accumulate hours, units, and taxable wages. Those figures are then posted to specific fields in the Tax and Wage Categories (K) screen, to be calculated for tax purposes. The code entered in this field for this tax/wage category determines how and where the posting is to be done.

Enter the code number as follows:

026—REGULAR HOURS
027—OVERTIME HOURS
028—VACATION HOURS
029—HOLIDAY HOURS
030—SICK HOURS
031—#1 OTHER HOURS
032—#2 OTHER HOURS
033—#3 OTHER HOURS
034—FEDERAL WITHHOLDING WAGE
035—FICA WITHHOLDING WAGE
036—STATE WITHHOLDING WAGE
037—CREDIT WEEKS
038—LOCAL WAGE
039—MEDICARE WITHOLDING WAGE
040—OTHER WITHOLDING WAGE

Amount/Tax (K.5)

The Employee (E) screen accumulates and stores wage, tax, and deduction information. Those figures are then posted to specific fields in the Tax and Wage Categories (K) screen, to be calculated for tax purposes. The code entered in this field for this tax/wage category determines how and where the posting is to be done.

Enter the code number as follows:

001—REGULAR WAGE
002—OVERTIME WAGE
003—VACATION WAGE
004—HOLIDAY WAGE
005—SICK PAY
006—#1 OTHER WAGE
007—#2 OTHER WAGE
008—BONUS & COMMISSIONS
009—FEDERAL WITHHOLDING TAX

010—FICA WITHHOLDING TAX
011—STATE WITHHOLDING TAX
012—OTHER STATE WITHHOLDING TAX
013—LOCAL WITHHOLDING TAX
014—MEDICARE WITHHOLDING
015—OTHER WITHHOLDING TAX
016—DEDUCTION/EARNING #1
017—DEDUCTION/EARNING #2
018—DEDUCTION/EARNING #3
019—DEDUCTION/EARNING #4
020—DEDUCTION/EARNING #5
021—DEDUCTION/EARNING #6
022—DEDUCTION/EARNING #7
023—TIPS
024—INSURANCE
025—TEMPORARY DEDUCTION

Hours Deduct (K.6)

The code you enter here helps you track total hours due the employee, such as vacation or sick hours. This total is not cleared at the end of the year.

Enter any of the following codes:

096—VACATION HOURS DUE
097—SICK HOURS DUE
098—PERSONAL HOURS DUE
099—OTHER HOURS DUE

Date and Amount (K.7)

The code you enter here will indicate where the date and amount of the privilege tax or other annual one-time deduction should be tracked.

The following two number codes may be used:

092—PRIVILEGE TAX DEDUCTION
094—OTHER ONE-TIME DEDUCTION

Labor Type (K.8)

Enter **1** for wages, **D** for **D**eductions.

With D the Deduction is itemized on the right side of the paycheck stub when you print checks with Report # 4-27, PRINT PAYROLL CHECKS.

Other available codes:

B—for Benefits
E—for Excused Hours
H—for Holidays
I—for Indirect
P—for Piece Rate
S—posts to Subcontract field
T—Taxes
U—for Unexcused Hours
V—for Vacation

Also:

F—when a **F**ixed amount of the wages, each pay period, are deducted, exempt from Federal W/H but subject to FICA, Medicare, State & Local taxes.

Use K when a percentage of the wage is deducted instead of a fixed amount. F or K are used with 401K Plans. See "401K Plan Setup" in your manual.

M—for **M**aterial or **M**ileage (non-labor reimbursement). M can also be used for a wage or deduction which is nontaxable. Using M, the hours are not included in the Total Hours on the Time Card Screen.

N—for **N**ontaxable deduction (such as section 125 plan insurance deductions) not taxed by Fed. W/H, Medicare & FICA, but taxed by State & local.

O—for nontaxable deduction (section 125 plan insurance deductions) that are exempt from Fed. W/H, Medicare, FICA, AND State W/H, but taxed by local.

See FUTA setup on the Employee screen.

(ABC JOB COSTING MODULE—Enter 1, 2, or 3, here, when setting up Labor Categories to specify where it is to post; to Hours 1, Hours 2 or Hours 3, on the Job Detail ('D) screen. It will post to Hours 1 if this field is blank.)

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

401K Plan Setup (K.8)

401K Plan benefits provided to an employee are exempt from federal tax only. They are subject to social security, Medicare, state and local taxes.

1. Use 401 as the code on the K screen.
2. Enter the description and stub description that you want.
3. Enter the G/L # that you use for labor.
4. Enter F as Labor Type.
5. On the right side, enter 022 in the Amount/Tax field.
6. Enter #29 as the Calculate #. This allows you to specify a certain amount as 401K benefits each pay period.

OR If the 401K benefits are a percentage of total wages:

1. Use a code such as K10 on the K screen.
2. Enter the description and stub description that you want.
3. Enter the G/L # that you use for labor.
4. Enter K as Labor Type.
5. On the right side, enter 022 in the Amount/Tax field.
6. Enter #23 as the Calculate #.

On the E screen of each employee that has 401K benefits, use either 401 or K10 as one of your Category codes.

With 401 as the Category, enter the amount of the benefit as a **negative** figure.

With K10 as the Category, enter a **positive** number to indicate what percentage of the total wage is 401K benefits.

Non-tax/Remark (K.9)

This is an informational field for entering a remark.

In the event of a long remark, just keep typing. The field will scroll and allow you to enter quite a lot here. To view it later, click on the little curved arrow icon. A box opens up for viewing whatever was entered here in its entirety.

A second use for this field works on any payroll code of 30 or greater. In this case, you may use the Remark field to enter numbers (from the list below) to reduce taxable wages. Numbers should be separated by commas.

Always consider calling your ABC Accounting representative to make changes of this nature.

1—REGULAR WAGE
2—OVERTIME WAGE
3—VACATION WAGE
4—HOLIDAY WAGE
5—SICK PAY
6—#1 OTHER WAGE
7—#2 OTHER WAGE
8—BONUS & COMMISSIONS
9—FEDERAL WITHHOLDING TAX
10—FICA WITHHOLDING TAX
11—STATE WITHHOLDING TAX
12—OTHER STATE W/H TAX
13—LOCAL WITHHOLDING TAX
14—MEDICARE WITHHOLDING
15—OTHER WITHHOLDING TAX
16—DEDUCTION/EARNING #1
17—DEDUCTION/EARNING #2
18—DEDUCTION/EARNING #3
19—DEDUCTION/EARNING #4
20—DEDUCTION/EARNING #5
21—DEDUCTION/EARNING #6
22—DEDUCTION/EARNING #7
23—TIPS
24—INSURANCE

Setting Up Taxable Wage Deductions

Category records having a Calculate # greater or equal to #30 may make deductions to the wage before the tax is calculated. The Wage or Deduction number listed on the field help for the Non-tax/Remark is placed into the Non-tax/Rmk field. Multiple deductions may be entered separated by commas. A Remark may not start with a number from 1 to 25 and must follow the deduction #s.

For example:

1. An annuity reduces the federal and state taxable wage.
2. The annuity category is set up with a 019 DEDUCTION EARNING #4 in the Amount/Tax field on the K screen.
3. The 019 DEDUCTION EARNING #4 is subtracted from the federal wage by entering a 19 on the K screen in the Non-Tax/Rmk of the FD record.
4. The State is set up the same way.
5. No other category record may have in the Amount/Tax field a 019 DEDUCTION EARNINGS #4 or else those amounts will also be deducted.

Calculate # (K.10)

The code entered here indicates which routine should be used to calculate this wage or deduction amount.

The following codes determine how wages are entered on the Paycheck Entry (P) screen:

- #22 VAC CR, & NON-PAY HRS Enter the number of hours without entering a rate or amount.

- #23 ENTER HR/UNIT WAGE Enter the number of hours and a rate, so that it can multiply the number of hours times the rate to get the amount.

- #24 REGULAR HOURLY WAGE Enter the number of regular hours. The rate loads from the first line under EARNING/DED CODE on the Employee (E) screen. Hours are then multiplied times the rate to get the wage amount.

- #25 OVERTIME HOURLY WAGE Enter the number of overtime hours. The rate loads from the first line under EARNING/DED CODE on the Employee (E) screen. The rate is first multiplied by 1.5 to get the overtime rate. That figure is then taken times the number of hours to figure the wage amount.

- #26 COMMISION FROM SALES Entered commission sales is multiplied by rate and divided by 100 to get wage.

- #29 SALARY WAGES & DEDUCTIONS Enter the amount without entering the number of hours or rate. This is normally used for salaries and deductions.

The following codes determine how taxes are calculated when a record is saved on the Paycheck Entry (P) screen. Taxable wages, when the calculate # is 30 or greater, may be reduced by entering deduction #s in the Non-tax/Remark field.

- #30 FEDERAL TAX CALCULATION If the employee is not exempt from Federal Withholding tax, this routine loads the proper single or married tax tables and calculates the Federal Withholding tax to be deducted from the employee's wages. (Deductions with N in Type on the K screen are deducted before the Federal tax is calculated.)

- #31 FICA This routine calculates FICA tax for the employee if he has not reached the limit in the first OVER WAGE field. (Any deductions with N in Type on the K screen are deducted before the FICA tax is calculated.)

- #32 CALCULATE TAX TABLES If the employee is not tax exempt, this routine takes the pay for the period and multiplies it by the number of pay periods in the year to get the yearly pay. It then gets the # of Federal Dependents from the Employee (E) screen and multiplies that by the amount entered in the Dependent Deduction field. This amount is then subtracted from the yearly pay. Then it scans the ANNUAL TAX TABLES for the highest OVER WAGE amount that is less than or equal to the adjusted yearly wage. The difference of the adjusted yearly wage amount and the OVER WAGE is multiplied by the TAX RATE % on that line. This amount is then added to the

AMOUNT TAX on that line to give the yearly tax amount. The yearly tax amount is then divided by the number of pay periods in the year, giving the tax to be deducted for the pay.

- #32 also LOCAL SERVICE TAX (LST) Enter #32 in Calculate#. In the first PLUS AMOUNT TAX field on lower right of screen, enter the total tax as an annual amount. For example, if the tax is $1.00 per week, enter 52.00. To exempt it from bonus wages so it does not get deducted from a bonus check, enter 8 in the Remark field.

- #33 PRIVILEGE TAX This routine checks the specified location in the Date & Amt field to see if Privilege Tax has been deducted from the employee's wages this year. If not, it checks to see if his YTD Wage is over the limit entered in the first OVER WAGE field. If his YTD wage exceeds this limit, the amount in the PLUS AMOUNT TAX field is deducted.

- #34 PAU TAX & CREDIT WEEK This routine gives one credit week when the employee's gross pay is over $50.00 within one week, or two credit weeks when the employee's gross pay is over $100.00 within two weeks.

- #35 AUTOMATIC VACATION CREDIT Automatically applies vacation credits to employees based on Hire Date. See the help titled "Vacation Credits."

- #39 KENTUCKY TAX TABLES This routine makes use of the calculate Tax Tables routine (explained in #32 on previous page) to calculate the tax amount. It then gets the # of Dependents from the Employee (E) screen and multiplies it by the amount in the State Tax Credit field. This amount is then subtracted from the tax amount. The difference is the amount of tax to be deducted from the employee's pay. If the difference is less than zero, the amount to be subtracted from the employee's pay is zero.

- #40 CALCULATE MARITAL TAX TABLES This routine uses the tax code (usually two digits) and adds the marital status (S or M) to it. Using that code, it loads the proper tax record and calculates the taxes as described in #32 CALCULATE TAX TABLES. Suppose an employee lives in New York (state tax code NY) and is single (S in the Status M/S, P field). The figures from NY and from S are combined to calculate the employee's taxes from the NYS tax table.

- #41 CALCULATE TAX TABLES WITH OTHER DEPENDENTS This routine, using the tax code, loads the proper tax record and calculates the taxes as described in #32 CALCULATE TAX TABLES, except it uses the number of OTHER Dependents as entered in the Employee (E) screen.

- #42 CALCULATE MARITAL TAX TABLES WITH OTHER DEPENDENTS This routine, using the tax code, loads the proper tax record and calculates the taxes as described in #40 CALCULATE MARITAL TAX TABLES, except it uses the number of OTHER Dependents as entered in the Employee (E) screen.

- #43 CALCULATE MARITAL TAX TABLES WITH 125-PLAN TAX DEDUCTION This routine, using the tax code, loads the proper tax record and calculates the taxes as described in #40 CALCULATE MARITAL TAX TABLES, except it exempts any amounts designated as 125 Plan benefits from Federal, FICA and Medicare taxes. 125-Plan Benefits are usually taxed at the State and Local level.

- #44 MISSOURI TAX TABLES This routine, using the tax code, loads the proper tax record and calculates the taxes as described in #40 CALCULATE MARITAL TAX TABLES, except for two things.

    1. It uses the number of OTHER Dependents as entered in the Employee (E) screen.

    2. It subtracts the amount of Federal taxes from the Employee's wages before the state tax is calculated.

- #45 MISSISSIPPI TAX TABLES This routine, using the tax code, loads the proper tax record and calculates the taxes as described in #40

CALCULATE MARITAL TAX TABLES, except for two things:

1. It uses the number of OTHER Dependents as entered in the Employee (E) screen.

2. It rounds the tax to the nearest dollar.

- #45 CHILD SUPPORT LIMITED TO % OF NET This
- #47 ALASKA UNEMPLOYMENT WITH LIMITS AND CREDIT WEEKS
- #48 MULTI-RATE FICA AND MEDICARE
- #49 UTAH W/H TAX Uses single/married like #40 except:
    - Uses Other Dependents, +2 if single or +3 if married.
    - Uses State Tax Credit, reduced based on income over a threshold.
- #76 WASHINGTON STATE WORKERS COMP Tax is an amount per hour payroll deduction, and an additional amount per hour employer contribution.
    - To set up, enter the employee amount per hour in the first Tax Rate%, and the employer amount per hour in the second Tax Rate%. Enter these amounts as dollars times 10,000 (move the decimal 4 places). For example, if the employee rate is $.12935 and the employer rate is $.30205, enter 1,293.50 in the first Tax Rate% and 3,020.50 in the second Tax Rate%.
    - The employee amount is deducted on the paycheck immediately. Report 4-40 will show both the employee deductions and the employer contribution due.

State Tax Credit (K.12)

This is an informational field used with some state tax programs.

Burden—Amount per Hour (K.13)

ABC JOB COSTING MODULE—Enter the amount per hour that you have to pay out for labor overhead such as worker's compensation, etc. When labor is entered on the Time Card (T) screen, the labor burden is added to the labor cost. Now that burden is included in the total labor cost posted to the job.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Burden—Percent of Wage (K.14)

ABC JOB COSTING MODULE—Enter a percent of wages that you have to pay out for labor overhead such as worker's compensation, etc. When labor is entered on the Time Card (T) screen, labor burden is added to labor cost. Now the burden is included in the total labor cost posted to the job.

Dependent Deduction (K.15)

This field is used with federal taxes and some state taxes. Before calculating taxes for an employee, this amount may be deducted from his yearly wage for each dependent he claims.

Tax Rate % (K)

Enter the percent that is to be used to calculate the tax specified by this record.

For example, enter 15.00 for 15%.

Anniversary

If you are entering an automatic vacation credits table, use this field to enter an anniversary number on which an employee becomes eligible for vacation. See "Vacation Credits" in Paycheck Entry (P) screen helps.

Over Wage (K)

The tax will be calculated on any wage that is more than the amount entered here and less than the amount entered in the OVER WAGE field on the next line. If there is nothing entered here, the tax will be calculated on any wage that is less than the amount entered in the OVER WAGE field on the next line.

Taxes such as Occupational Privilege Tax are exceptions for this field. Such taxes are deducted once a year, when the employee's year-to-date wage exceeds a certain limit. Enter that limit here.

FICA Tax is another exception. Enter the FICA ceiling into this field. Remember that the Social Security part of the FICA Tax has one ceiling and the Medicare portion of it another.

Vacation Hours

If you are entering an automatic vacation credits table, use this field to enter the number of vacation hours to be credited. See "Vacation Credits" help.

Plus Amount Tax (K)

After the tax amount has been calculated using the TAX RATE % and OVER WAGE fields, that amount will be added to the amount entered in this field. The total will be deducted from the employee's gross pay.

For taxes such as FICA and Occupational Privilege Tax, this amount will be deducted from the employee's gross pay once a year, when his year-to-date wage exceeds the limit entered in the OVER WAGE field on this line.

Interval (Years)

If you are entering an automatic vacation credits table, use this field to enter the award interval in years. See "Vacation Credits" help.

Payroll Setup ('E)

Data on this screen is entered only in the initial system setup.

The information entered in the Wage column loads to the Paycheck (P) screen.

Most of the information entered in the Withholding and Deduction columns automatically loads to the Employee (E) screen whenever you enter a new record. This way you do not have to enter the information manually every time you enter a new employee.

Employer information is entered on the lower part of the screen.

Helps Accessed From the Payroll Setup ('E) Screen

File Help ('E)

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Edit Help ('E)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help ('E)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Wage Categories # 1 ('E.1)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard wage category record set up on the Category & Tax Tables (K) screen for 001 is REGULAR WAGE and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 2 ('E.2)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard category record set up on the Category & Tax Tables (K) screen for 002 is OVERTIME WAGE and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 3 ('E.3)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard wage category record that is set up on the Category & Tax Tables (K) screen for 003 is VACATION WAGE and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 4 ('E.4)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

The wage category record that is set up on the Category & Tax Tables (K) screen must have 004 HOLIDAY WAGE entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 5 ('E.5)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard wage category record that is set up on the Category & Tax Tables (K) screen for 005 is SICK PAY and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 6 ('E.6)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard wage category record set up on the Category & Tax Tables (K) screen for 006 is #1 OTHER WAGE and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 7 ('E.7)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard wage category record set up on the Category & Tax Tables (K) screen for 007 is #2 OTHER WAGE and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Wage Categories # 8 ('E.8)

ABC PAYROLL MODULE—This is one of eight different wage categories that can be entered in this column. These are used to identify the different types of wages the payroll system records.

Enter the wage category code as it is set up on the Category & Tax Tables (K) screen.

ABC's standard wage category record set up on the Category & Tax Tables (K) screen for 008 is BONUS & COMMISSIONS and is entered in the Amount/Tax field.

The stub description of this wage category appears on the Paycheck Entry (P) screen and on Report # 4-24, EMPLOYEE WAGES & DEDUCTIONS, to label the accumulated wage amounts.

Federal Tax Code ('E.9)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for Federal Tax.

This code must be set up on the Category & Tax Tables (K) screen. 009, FEDERAL WITHHOLDING TAX, must be entered in the Amount/Tax field, on the K screen.

FICA Tax Code ('E.10)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for FICA Tax.

This code must be set up on the Category & Tax Tables (K) screen. 010, FICA WITHHOLDING TAX, must be entered in the Amount/Tax field, on the K screen.

State Tax Code ('E.11)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for State Tax.

This code must be set up on the Category & Tax Tables (K) screen. 011, STATE WITHHOLDING TAX, must be entered in the Amount/Tax field, on the K screen.

Other State Tax Code ('E.12)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for other State Tax, such as State Unemployment tax.

This code must be set up on the Category & Tax Tables (K) screen. 012, OTHER STATE WITHHOLDING TAX, must be entered in the Amount/Tax field, on the K screen.

Local Tax Code ('E.13)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for Local Tax.

This code must be set up on the Category & Tax Tables (K) screen. 013, LOCAL WITHHOLDING TAX, must be entered in the Amount/Tax field, on the K screen.

Medicare Tax Code ('E.14)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for MEDICARE Tax.

This code must be set up on the Category & Tax Tables (K) screen. 014, MEDICARE W/H TAX, must be entered in the Amount/Tax field, on the K screen.

Other Withholding Tax Code ('E.15)

ABC PAYROLL MODULE—Enter the tax withholding code that is to be used to calculate, accumulate, and store the tax withholding data for Other Tax.

This code must be set up on the Category & Tax Tables (K) screen. 015, OTHER WITHHOLDING TAX, must be entered in the Amount/Tax field, on the K screen.

Deduction Default Code # 1 ('E.16)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 016, DEDUCTION/EARNING #1, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Deduction Default Code # 2 ('E.17)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 017, DEDUCTION/EARNING #2, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Deduction Default Code # 3 ('E.18)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 018, DEDUCTION/EARNING #3, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Deduction Default Code # 4 ('E.19)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 019, DEDUCTION/EARNING #4, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Deduction Default Code # 5 ('E.20)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 020, DEDUCTION/EARNING #5, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Deduction Default Code # 6 ('E.21)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 021, DEDUCTION/EARNING #6, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Deduction Default Code # 7 ('E.22)

ABC PAYROLL MODULE—Enter a deduction code that you want to load to the Employee (E) screen when a new employee is entered.

This code must be set up on the Category & Tax Tables (K) screen. 022, DEDUCTION/EARNING #7, must be entered in the Amount/Tax field on the record that is set up on the Category & Tax Tables screen.

Tips Code ('E.23)

ABC PAYROLL MODULE—This field is used by employers whose employees receive tips in addition to their regular wage.

Enter the code from the Category & Tax Tables (K) screen that you have set up to track and store this information. (The record you set up in the Category & Tax Tables screen must have 023, TIPS, entered in the Amount/Tax field.)

The amount an employee has received in tips during the pay period must be added to his gross wage on the Paychecks (P) screen so taxes & deductions will calculate on the total amount of money the employee received.

Of course, you won't be writing out a check to your employee for this amount, since "Tips" is money he has already received. So enter the Tips code a second time, with the amount as a negative number. Now taxes and deductions will be calculated, but that sum of money will not be added to the paycheck.

Insurance Code ('E.24)

ABC PAYROLL MODULE—Use this field if you deduct insurance from your employees' paychecks. Enter the code for insurance as it is set up on the Category & Tax Tables (K) screen.

The record that is set up on the Category & Tax Tables screen must have 024, INSURANCE, in the Amount/Tax field. This accumulates insurance in a deduction account.

Privilege Tax Code ('E.25)

ABC PAYROLL MODULE—Some local taxing authorities require an annual tax (often called Occupation Privilege Tax) to be deducted from the employee's wage.

If this applies to your business, you must set up a record on the Category & Tax Tables (K) screen. Enter 092, PRIVILEGE TAX DEDUCTION, in the Date & Amt field.

Enter the limit in the OVER WAGE field, and the tax amount in the PLUS AMOUNT TAX field. The code you set up for the tax must be entered in this field.

Employee's gross wages start accumulating at the beginning of each fiscal year. As soon as the employee's wage exceeds the limit entered into the OVER WAGE field, the amount entered into the PLUS AMOUNT TAX field is deducted from his pay. It will not be deducted again until the next year. If the employee's wage does not reach the limit within a year, this tax is not deducted.

Sometimes the Privilege Tax is taken from the first wages that an employee earns in the year. In that case, the OVER WAGE amount should be the same as the amount in the PLUS AMOUNT TAX column.

Other One-Time Deduction Code ('E.26)

ABC PAYROLL MODULE—This field is for any other annual one-time deduction similar to Privilege Tax. Enter the code that you have set up on the Category & Tax Tables (K) screen for this tax.

The record that is set up on the Category & Tax Tables screen must have 094, OTHER ONETIME DEDUCTION, entered in the Date & Amt field. Enter the limit in the OVER WAGE field, and the tax amount in the PLUS AMOUNT TAX field.

Employee's gross wages start accumulating at the beginning of each fiscal year. As soon as the employee's wage exceeds the limit entered into the OVER WAGE field, the amount entered into the PLUS AMOUNT TAX field is deducted from his pay. It will not be deducted again until the next year. If the employee's wage does not reach the limit within a year, this tax is not deducted.

Check, Address, Stub Print ('E.29)

ABC PAYROLL MODULE—This field is used with Report # 4-27, PRINT PAYROLL CHECKS.

Enter C to print a **C**omplete check with stub.

Enter **S** to print only the **S**tub.

Enter **A** to print the **A**ddress and the stub.

Federal Employer Identification # ('E.30)

ABC PAYROLL MODULE—Enter the Federal Employer Identification number. This will print on W-2 forms and on Report # 4-30, QUARTERLY PAYROLL REPORT.

State Unemployment # ('E.31)

ABC PAYROLL MODULE—Enter the Employer's State Unemployment number. This will print on W-2 Forms and on Report # 4-30, QUARTERLY PAYROLL REPORT.

FICA Rate ('E.32)

ABC PAYROLL MODULE—FICA, commonly known as Social Security Tax, is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

The rate is multiplied times the taxable wages listed in the FICA column on Report # 4-30 to get the tax amount. Enter the rate here as a decimal figure. For example, enter .062 if the rate is 6.2 %.

FICA Limit ('E.33)

ABC PAYROLL MODULE—FICA, commonly known as Social Security Tax, is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

The employer has to pay this tax on each employee's wages only up to a certain limit within a year. Employee's wages begin accumulating at the beginning of each fiscal year. Once the employee's wages exceed the specified limit, the employer does not have to pay this tax. Enter the limit for this tax here. Report # 4-30 shows FICA taxes.

FUTA Rate ('E.34)

ABC PAYROLL MODULE—FUTA, Federal Unemployment Tax, is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

Rate is multiplied times the taxable wages to determine tax amount. Enter the rate here as a decimal figure. For example, enter .008 if the rate is .8 %. FUTA taxes are reported on Report #4-30.

FUTA Limit ('E.35)

ABC PAYROLL MODULE—FUTA, Federal Unemployment Tax, is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

The employer has to pay this tax on each employee's wages only up to a certain limit within a year. Employee's wages begin accumulating at the beginning of each fiscal year. Once the employee's wages exceed the specified limit, the employer does not have to pay this tax. Enter the limit for this tax here.

State Unemployment Insurance Rate ('E.36)

ABC PAYROLL MODULE—SUI, State Unemployment Insurance, is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

Rate is multiplied times the taxable wages to calculate the tax amount (as listed in the SUI column on Report # 4-30). Enter the rate here as a decimal figure. For example, enter .065 if the rate is 6.5%.

The SUI rate can vary greatly from one company to another. If you do not know what your rate is, consult with your accountant.

State Unemployment Insurance Limit ('E.37)

ABC PAYROLL MODULE—SUI, State Unemployment Insurance, is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

The employer has to pay this tax on each employee's wages only up to a certain limit within a year. Employee's wages begin accumulating at the beginning of each fiscal year. Once the employee's wages exceed the specified limit, the employer does not have to pay this tax. Enter the limit for this tax here.

Medicare Rate ('E.38)

ABC PAYROLL MODULE—Medicare is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

Rate is multiplied times the taxable wages to calculate the tax amount (as listed on Report # 4-30). Enter the rate here as a decimal figure. For example, enter .0145 if the rate is 1.45%.

Medicare Limit ('E.39)

ABC PAYROLL MODULE—Medicare is a tax the employer has to pay on his employees' wages. This field works with Report # 4-30, QUARTERLY PAYROLL REPORT, and is used to determine how much tax the employer should pay to the government.

The employer has to pay this tax on each employee's wages up to a certain limit each year. Employee's wages begin accumulating at the beginning of each fiscal year. Once the employee's wages exceed the specified limit, the employer does not have to pay this tax. Enter the limit for this tax here. This is reported in the Medicare column on Report # 4-30.

Automatic Vacation Credit ('E.51)

To enable automatic vacation credits, enter the code from the K screen where the table of calculations for Automatic Vacation Credit has been set up. On the K screen, this record must have #35 in the Calculate# field.

See "Vacation Credits" help.

Payroll Reports(4)

See Financial Reports

Company Setup (#)

The Company Setup (#) screen is usually prepared with the help of your ABC Accounting representative. It contains settings used by the various modules in your ABC Accounting software. Once these settings are entered, they typically shouldn't need to be changed.

This screen has been divided into 4 main parts.

1. The first one is called "Financial Overview." It shows your business name, address, and phone number. It also has a window for viewing your current cash flow. You can click on the **Show Predicted Cash Flow** link to view month to date cash flow and predicted future cash flow based on the accounts that are still open.

2. The second main section is "Global Setup." In this section, you indicate whether your business is cash or accrual, which ledger accounts will be used for specific categories, and how your record codes will be generated.

3. The third main section is specific to "Accounts Receivable." Setup in this section includes such information as when statements will be generated and how finance charges will be figured.

4. The last section is "Accounts Payable" setup. The information entered here drives such things as how much will be paid to employees for overtime and how prices should be updated.

If for any reason you need to change these settings, consider contacting your ABC Accounting representative first. However, for your information, there are some onscreen helps that give pointers for filling things out correctly.
A message bar at the bottom of the screen gives quick helps. **F1** gives help for each field. The Menu bar at the top of the screen gives a listing of useful options with their corresponding hot keys.

Helps Accessed From the Company Setup (#) Screen

File Help (#)

Ctrl+N—Opens a **N**ew record.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level (such as a lookup window).

Alt+F4—exits ABC.

Tools Help (#)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Edit Help (#)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Part 1—Financial Overview

Company Name (#.1)

Enter your company name. The name will appear on the Title Bar of your ABC Accounting software. It will also be printed at the top of each page on most reports.

Company Name—Second Line (#.2)

This line is for additional company information. It will appear on your printed invoices and statements as part of the heading.

Street Address (#.3)

Enter your company's street address. It will appear on your printed invoices and statements

Zip Code (#.4)

Enter the first five digits of your company's zip code. A separate field is provided for the extension. As mentioned before, the address will print on plain paper invoices and statements.

Zip Extension (#.5)

Enter the four-digit zip code extension., if you know it.

Employer Identification Number (#.72)

Enter here the company's Employer Identification Number if you have one.

Phone Number (#.7)

Enter your primary phone number. Seven or ten digits format automatically.

Fax Number (#.177)

Enter your fax number. Seven or ten digits format automatically.

Email (#.6)

Enter your email address.

Website (#.178)

Enter your company website.

Show Predicted Cash Flow

You can click on the **Show Predicted Cash Flow** link to view month to date cash flow and predicted future cash flow based on the accounts that are still open.

Part 2—Global Setup

Automatic Deposit Posting (#.87)

Enter a **C** if you use **C**ash basis accounting and you want to automatically update your bank balance every time you save a deposit with a Y in the Deposit Total field.

Enter an **A** if you use **A**ccrual basis accounting and you want to automatically update your bank balance every time you save a deposit with a Y in the Deposit Total field.

Enter an **N** if you do **N**ot want to update your bank balance automatically. Using this option, you must update your bank balance manually by making an entry on the Ledger Entry (L) screen, or by running Report # 3-14, CUSTOMER PAYMENT LEDGER (accrual basis), or Report # 3-37, CASH DEPOSITS BY G/L (cash basis).

Bank Deposit Number (#.84)

Enter your banking account number. It is used for printing out your deposit ticket from Report # 3-18, DEPOSIT TICKET.

Logo File Name (#.165)

This field contains a link, pointing to the folder where the logo file is kept. Click on the magnifying glass icon to browse for the logo file. Once you have found it, click on it and choose OK. A link will be created in this field. When you click on the link, you can view the logo. Logos print on invoices and statements.

Another way to enter the link into this field is to click on the file and drag it to this field and drop it. A link is created pointing to this file for your statements and invoices.

The little, curved arrow beside this field simply designates it as an extended field, which may contain more data than can be viewed within the field. Click on the arrow to view the entire string. Press **F5** to close.

Signature File Name (#.168)

This field contains a link, pointing to the folder where the signature file is kept. Click on the magnifying glass icon to browse for the signature file. Once you have found it, click on it and choose OK. A link will be created in this field. When you click on the link, you can view the signature. Signatures print on checks.

Another way to enter the link into this field is to click on the file and drag it to this field and drop it. A link is created pointing to this file for check writing purposes.

The little, curved arrow beside this field simply designates it as an extended field, which may contain more data than can be viewed within the field. Click on the arrow to view the entire string. Press **F5** to close.

Bank Account Number and Name (#.21)

Up to five different bank accounts can be set up using Ledgers 3 to 7. In the Account # column, enter the G/L # of the bank account. If the G/L account number has already been set up on the G screen, the name of the account will be displayed in the name field. If the G/L account has not been set up on the G screen, it can be set up here by entering the G/L # in the Account # field and entering the account name in the Name field. Save the record with **F9**.

ABC's standard G/L # for the Business Bank Account is 303.

Year End Month Number (#.9)

Enter the month number in which your financial year ends. It may be left blank if it matches the calendar year. The annual totals on the Customer and Inventory screens are rolled based on the fiscal year.

G/L Lock Date (#.157)

To prevent changing a prior General Ledger period, enter the last date of the period you want locked. The program prevents entering, editing, deleting or posting General Ledger transactions dated on or before the lock date.

This affects entries on the Ledgers (L) and Ledger Select (-) screens, the Paycheck Entry (P) screen, the Deposit (D) screen and the Check Writing (/) screen. It also affects reports that post to the general ledger and editing or deleting paid bills on the Bill Entry (B) screen, depending on the oldest payment date.

A/P Lock Date (#.180)

To prevent changing prior Accounts Payable transactions, enter the last date of the period to lock. The program prevents entering, editing or deleting Accounts Payable transactions dated on or before the lock date.

This affects entries on the Bill Entry (B), Check Writing (/), Ledgers (L) and Ledger Select (-) screens.

A/R Lock Date (#.181)

To prevent changing prior A/R transactions, enter the last date of the period you want locked. Entering, editing, or deleting Accounts Receivable transactions dated on or before the lock date is disallowed.

This affects entries on the Deposit (D) and Receivable Invoice (R) screens.

Stock Adjustment Lock Date (#.182)

To prevent changing stock adjustments, enter the last date of the period you want locked. Stock Adjustments screen (=) will not allow entering, editing, or deleting a stock adjustment on or before this date.

Company Number (#.28)

This field is used for multi-company situations. Enter a number from one to nine to indicate which company this is. The company number is appended to reference numbers.

Department Start Number (#.95)

This is the account number that starts the consolidated financial statements. Do not put any number here if you have a single department situation.

Department Multiplier (#.35)

This is used with departmentalized financial statements. This is the number of accounts for each department, and may be 100, 1000, 10000, or 100000. It is the account number where the consolidated statement stops, and the first department begins. The accounts between Department Start # and Department Multiplier # are reserved for the consolidated accounts and may not have data directly entered into them.

For example, if the number of accounts in each department was 10000, the Department Start number would possibly be 5000. The numbers from 5000 to 10000 would be reserved for the consolidated accounts which would be a summary of the accounts 15000 to 20000, 25000 to 30000, 35000 to 40000 and so on. In this case the Department Multiplier would be 10000. The first department would start here. The second department would start with 20000, the third Department with 30000 and so on.

Maximum Proposal Number (#.47)

This affects the numbering of records entered on the Work Order (M) screen. By default, proposals (estimates) and work orders share the same reference number sequence. If you want to number proposals and work orders separately, enter the Maximum Proposal # here. This reserves reference numbers from there down for proposals, and higher numbers for work orders (and sales orders).

Entering a new work order will use the high range by default. To change to a proposal, you must press **F9** and select option 2. This changes the reference # accordingly and deletes the work order. Going the other way, saving a proposal within range will give options to copy to a work order or sales order, which will assign the correct reference # and leave the original proposal intact. The original proposal # will be stored in the Slip # field on the new work order.

Multiple Location Parameters (#.94)

Multiple Location Parameters is used with systems that have the multiple location software installed. Enter the Location # (any number from 1 to 9) followed by a comma, the Start Reference # followed by a -, and the Ending Reference # that is valid for that location on the Bill, Deposit and Receivable Invoice screens.

Example: 1,10000-199999

Vendor Code Generator—Individual (#.141)

Every new individual or company you choose to do business with is entered into the ABC Accounting software under the heading Customer, Employee, etc. When these people are entered, your ABC Accounting software automatically generates a code as an account number for the person you just entered.

This code/account number is generated according to the specifications that are entered here.

LFM means **L**ast name, **F**irst name, **M**iddle name. If you enter the numbers 221 below the letters LFM, the code is generated using the first 2 letters of the last name, the first 2 letters of the first name and only the first letter of the middle name to generate the code.

In order for this code generator to work properly, you must enter names in the name field of any screen using the last, first, middle name format. Make sure there is a comma between the last name and the first name.

A numerical digit is automatically attached to the end of each code. This is because names such as Brown, John S. and Brubacher, Jonas Seth would both be coded as BRJOS. A zero is attached to the end of the first usage of any code. If another name is entered which would generate the same code, a one is attached. And so on.

Vendor Code Generator—Company (#.142)

Reference codes for Vendors can be automatically generated if you specify the formula in this field.

Notice the Comp 123 heading for this field. This means the code will be generated according to the 1st word, 2nd word, 3rd word format. If you enter the numbers 221 below the numbers 123, the code is generated using the first 2 letters of the first word, the first 2 letters of the second word and the first letter of the third word to generate the code. Do not include a comma in a vendor's company name.

You also have the option of entering an S after the 3 digits you enter in this field. This adds the two-digit state code to the end of the code that is generated.

A numeric digit is automatically attached to the end of the code. This is because names such as Smith's Auto Parts and Smiley's Australian Pets would generate the same code if you are using the 221 format for generating vendor's company codes. A zero is attached to the end of the first usage of any code. A one to the second usage. And so on.

Customer Code Generator—Individual (#.143)

Every new individual or company you choose to do business with is entered into the ABC Accounting software under the heading Customer, Employee, etc. When these people are entered, your ABC Accounting software automatically generates a code as an account number for the person you just entered.

This code/account number is generated according to the specifications that are entered here.

LFM means Last name, First name, Middle name. If you enter the numbers 221 below the letters LFM, the code is generated using the first 2 letters of the last name, the first 2 letters of the first name and the first letter of the middle name to generate the code.

In order for this code generator to work properly, you must enter names in the name field of any screen using the last, first, middle name format. Make sure there is a comma between the last name and the first name.

A numeric digit is automatically attached to the end of the code. This is because names such as Brown, John S. and Brubacher, Jonas Seth would both be coded as BRJOS. A zero is attached to the end of the first usage of any code. If another name is entered that generates the same code, a one is attached. And so on.

Customer Code Generator—Company (#.144)

Customer reference codes will be automatically generated if you specify a formula in this field.

Do not include a comma in a customer's company name.

123 means 1st word, 2nd word, 3rd word. If you enter the numbers 221 in this field, the code is generated using the first 2 letters of the first word, the first 2 letters of the second word and the first letter of the third word to generate the code.

You also have the option of entering an S after the 3 digits you enter in this field. This adds the two-digit state code to the end of the code that is generated.

A numeric digit is automatically attached to the end of the code. This is because names such as Smith's Auto Parts and Smiley's Australian Pets would generate the same code if you are using the 221 format for

generating vendor's company codes. A zero is attached to the end of the first usage of any code. A one to the second usage. And so on.

Name Code Generator—Individual (#.145)

Every new individual or company you choose to do business with is entered into the ABC Accounting software under the heading Customer, Employee, etc. When these people are entered, your ABC Accounting software automatically generates a code as an account number for the person you just entered.

This code/account number is generated according to the specifications that are entered here.

LFM means **L**ast name, **F**irst name, **M**iddle name. If you put the numbers 221 below the letters LFM, the code is generated using the first 2 letters of the last name, the first 2 letters of the first name and the first letter of the middle name to generate the code.

In order for this code generator to work properly, you must enter names in the name field of any screen using the last, first, middle name format. Make sure there is a comma between the last name and the first name.

A numeric digit is automatically attached to the end of the code. This is because names such as Brown, John S. and Brubacher, Jonas Seth would both be coded as BRJOS. A zero is attached to the end of the first usage of any code. If another name is entered which would generate the same code, a one is attached. And so on.

Name Code Generator—Company (#.146)

A reference code for each Name can be automatically generated if you specify the formula in this field.

Do not include a comma in a company name.

123 means 1st word, 2nd word, 3rd word. If you put the numbers 221 in this field, the code is generated using the first 2 letters of the first word, the first 2 letters of the second word and the first letter of the third word to generate the code.

You also have the option of entering an **S** after the 3 digits you enter in this field. This adds the two-digit state code to the end of the code that is generated.

A numeric digit is automatically attached to the end of the code. This is because names such as Smith's Auto Parts and Smiley's Australian Pets would generate the same code if you are using the 221 format for generating vendor's company codes. A zero is attached to the end of the first usage of any code. A one to the second usage. And so on.

Employee Code Generator—Individual (#.147)

ABC PAYROLL MODULE—A reference code for each employee is automatically generated if you specify the formula in this field.

LFM means **L**ast name, **F**irst name, **M**iddle name. If you put the numbers 221 below the letters LFM, the code is generated using the first 2 letters of the last name, the first 2 letters of the first name and the first letter of the middle name to generate the code.

In order for this code generator to work properly, you must enter names in the name field of any screen using the last, first, middle name format. Make sure there is a comma between the last name and the first name.

A numeric digit is automatically attached to the end of the code. This is because names such as Brown, John S. and Brubacher, Jonas Seth would both be coded as BRJOS. A zero is attached to the end of the first usage of any code. If another name is entered which would generate the same code, a one is attached. And so on.

A/R Account Number (#.10)

Enter the G/L account number for Accounts Receivable. This is used by Report # 3-14, CUSTOMER PAYMENT LEDGER, and Report # 3-27, A/R SALES BY G/L #, when posting.

A/R Discount Account Number (#.65)

Enter the G/L account number for Accounts Receivable Discounts. Deposits that have cash discounts will be posted to this account number.

ABC's standard A/R Discount account # is 6830.

Prepayment Account Number (#.132)

Enter the G/L Account number where Customer Prepayments will be recorded.

ABC's standard Customer Prepayments # is 3200.

Credit Card Deposit Account (#.160)

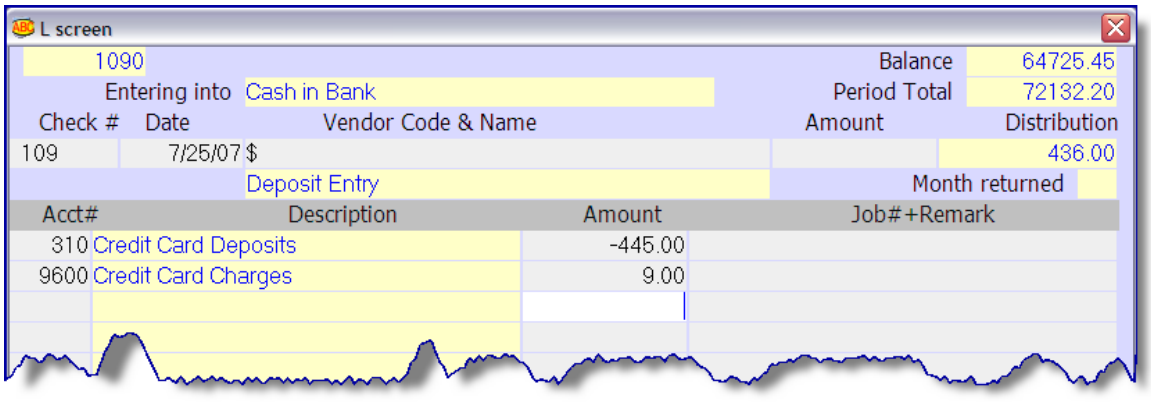
When you use Automatic Deposit Posting, credit card sales are posted to the account specified in this field. This is done because banks handle credit card income in a variety of ways and normally credit card sales are not included on your deposit tickets.

ABC's standard Credit Card Deposit account # is 310.

When the bank credits your account with credit card income, you need to make a manual deposit on the Ledger (L) screen using a negative figure, just like any other deposit. Use the Credit Card Deposit account number.

If there is a credit card service charge or credit card discount withheld from the credit card income, you should enter that as a positive amount using the Credit Card Charges account number.

Here is an example of entering a Credit Card Deposit on the Ledger (L) screen:



A/P Account Number (#.11)

Enter the G/L account number for Accounts Payable. This is used by Report # 2-11, PAYABLES BY G/L #, when posting.

ABC's standard A/P Account number is 3040.

Floor Plan Account Number (#.34)

A Floor Plan is an agreement with a supplier who displays his product at your place of business (on your floor). When it is sold, you collect the money and pay the supplier. This account is for tracking the value of his product which you have on hand.

ABC's standard floor plan account # is 3240.

Vendor Shipping Ticket Account (#.136)

Vendor Shipping Tickets can be entered on the Bill Entry (B) screen to add items you have received to your stock quantities, even before you receive a bill. If you want to include these shipping tickets in inventory value (Report # 1-7) and purchases (Report # 2-11), enter an account number here. This will cause both reports to include shipping tickets, whether posting to G/L or not. When you post Report # 2-11, PAYABLES BY G/L #, the shipping tickets total will post to this account. If you leave this field blank, shipping tickets will not be included on these reports.

Payroll Cash Account Number (#.12)

Enter the G/L account number for the Payroll Cash account. This is used by Report # 4-39, PAYROLL CATEGORY REPORT, when posting. Use the number of the account that the payments are made from. In many cases that is the same account that other bills are paid from, the business account.

ABC's standard Business and Payroll account # is 303.

Payroll and Accounts Payable Ledger Number (#.92)

ABC PAYROLL MODULE—If your Payroll checks come from the same ledger as your Accounts Payable checks, enter that ledger number here.

ABC's standard ledger number is 3.

Leave this field blank if the Payroll checks are not written from the same bank account as your Accounts Payable checks.

Retained Earnings Account Number (#.16)

Enter the G/L account number for Retained Earnings.

The Retained Earnings account is the account in which the cumulative profits are stored. It is sometimes called the Proprietor's Capital account. It is a different account from the Year-to-date Earnings account. After the end of the year, the Year-to-date Earnings account is usually closed out to the Retained Earnings account.

Therefore, the Retained Earnings account shows the cumulative profits for every year except the current year. At this point, the end-of-year adjustment must be adjusted manually.

ABC's standard Retained Earnings account # is 4010.

Inventory Start Account Number (#.13)

Enter the first G/L account number for Inventory. This account is used by Report # 1-7, INVENTORY VALUE, when the posting option is chosen.

ABC's standard Inventory Start account # is 1000.

Inventory End Account Number (#.14)

Enter the last G/L account number for Inventory.

ABC's standard Inventory End account # is 2799.

Inventory Reversal Account Number (#.15)

Enter the G/L account number for Inventory Reversal. This account is used by Report # 1-7, INVENTORY VALUE, when the posting option is chosen.

ABC's standard Inventory Reversal account # is 8895.

Sales Start Account Number (#.17)

Enter the first G/L account number for Sales. This marks the break between the Balance Sheet and the Income Statement when a financial statement is printed.

ABC's standard Sales Start account # is 5000.

Purchase Start Account Number (#.18)

Enter the first G/L account number for Purchases. All costs of purchases are tracked in the purchase accounts. If you want this all to be tracked in one account, we suggest you use account number 8810.

You could also have your sales split up among a number of accounts. If you do this, you may want to use ABC's standard Purchase Start account #, which is 7000.

Purchase End Account Number (#.19)

Enter the last G/L account number for Purchases.

ABC's standard Purchase End account # is 8799.

Account Structure Requirements (#)

There are certain requirements for numbering G/L accounts. If these requirements are not met, an error message may appear when you attempt to save the setup data.

Balance sheet accounts, including inventory, must come before sales accounts, and sales accounts must come before purchase accounts. (The sales accounts are assumed to end where the purchase accounts start. This is why there is no Sales End Account # field.)

Inventory categories must have corresponding sales and purchases categories which requires 2 things:

1. Sales and purchases must cover a wide enough range to include all the inventory categories.
2. The ranges for sales and purchases must contain account numbers with the last digit (or digits) corresponding to those of the inventory account numbers. The number of digits that must correspond is determined by the number of inventory accounts. For example, inventory accounts could start at 1000 and end at 2799, sales accounts could start at 5000 and end at 6799, and purchase accounts could start at 7000 and end at 8799.

Part 3—Accounts Receivable Setup

Tax on Order (#.158)

Putting a **Y** here means that Sales Tax will be calculated on Orders or Quotes if a Sales Tax Code has been set up on the I screen and the customer has been set up as taxable. (Use the Tax Status field on the C screen to show if a Customer needs to pay sales tax or not.)

Stock Error Message (#.54)

Enter an **S** here if you want the system to warn your operators when ship quantity exceeds **S**tock quantity. Enter an **A** to warn when ship quantity exceeds **A**vailable quantity. Enter a **D** to **D**isable these warnings.

Warnings show on the Work Order (M) and Receivable Invoice (R) screens.

Stock Icons on Work Orders (#.139)

Enter a **Y** here if you want the system to warn you with a red icon when ship quantity exceeds stock quantity. Also, with a Y option, a green checkmark icon is displayed when there are enough items in stock to send out the orders with this item. A yellow warning icon is displayed if you have enough stock to fill this particular order but not to fill other orders that call for this item. Enter an **N** to turn off these notification icons for the Work Order screen.

Customer Statement Report Number (#.48)

Enter a three-digit number to specify which report you want to use when printing a statement from the customer screen. The default is Report # 3-36.

Point of Sale Invoice Report Number (#.89)

Enter a three-digit number to specify which report you want to use when you save a Receivable Invoice and press **R** to print it. Enter one digit for the screen the report is found on, followed by two digits for the Report number. The POS Printer Device field must be set up correctly for each terminal on the 'T screen or else a Plain Paper Invoice will be printed on the system default printer.

A/R Invoices Report Number (#.75)

Specify the report number you want to use when you print an invoice from the Invoices (R) screen. This must be three digits. For example, if you wish to use Report # 3-38, CUSTOMER INVOICES ON NEBS 9040, you would enter 338 in this field. This specifies which report to use when you press **Alt+T** on the Invoices (R) screen, or when you save an invoice and press **P** to **P**rint it.

If there is nothing specified here, the program will default to Report # 3-13, CUSTOMER INVOICES ON PLAIN PAPER.

Note: Report # 3-38 is often custom programmed and is titled CUSTOMER INVOICE or some other similar title.

Number of Copies of Invoice (#.135)

Enter the number of copies of invoice you want to print when saved on the Receivable Invoice screen and the Print option is chosen. This option is often used when printing invoices on laser printers.

Number of Customer Messages (#.64)

You may specify here how many of the message fields on the Customer (C) screen you want to print on invoices.

If you enter 1 here, message one will print. If you enter 2 here, messages one and two will print. If you enter 3, all three message lines will print.

Omit Company Heading (#.68)

Enter **Y** here if you wish to omit the company heading on Report # 3-13, CUSTOMER INVOICES ON PLAIN PAPER. This option allows you to print invoices on your company letterhead paper.

Accounts Receivable Invoice Message (#.63)

You may enter a message here that will print on all invoices. This option is for purposes such as special announcements or reminders that you want to appear on all customer invoices. This prints near the bottom of the invoice.

Automatically Add Inventory Items (#.162)

List the inventory items, separated by commas, that you want included on every invoice.

Example: IC05T,DIS10,CDRT

Each of these items will be added to every order/invoice when **F9** is pressed if they are not already on the order/invoice. If they are on the invoice already they will remain where they are. Items in this list which are not found on the order/invoice will be appended. Zone and superseded items do not operate with auto add inventory.

Low Balance Limit, High Balance Limit (#.49, 50)

The program does NOT issue statements to customers whose balance due is within these two limits, inclusive. For example, if you enter -.50 for the Low Balance Limit and 1.00 for the High Balance Limit, only statements with a balance due of more than $1.00 or a credit of more than 50 cents will be printed.

If these fields are left blank, statements will be printed for all customers with nonzero balances. To print all statements, including those with a zero balance, enter a Low Balance Limit that is higher than the High Balance Limit.

To skip all statements with credit balances, enter a large negative amount for the Low Balance Limit, such as -100000.00.

Create Quote Record (#.85)

This field is for businesses who use the Quoted Prices (Q) screen for pricing individual items per customer. A **Y** in this field will create a new Quote record when an item is entered on the Receivable Invoice screen that was not previously purchased by the customer.

If you are not using this feature, put an **N** in this field.

Automatic or Optional Back Orders (#.62)

You may enter one of the following three options in this field. The program defaults to **N** if there is nothing entered here.

1. **A** enables **A**utomatic back ordering on the Receivable Invoice (R) screen.

   When you enter a Ship Quantity that is greater than the inventory stock, a message says, "*Stock=xx. Ship N)one, S)tock xx, or E)ntered xx.*"

   a. If you press **N,** nothing will be entered in Ship quantity. The quantity will be entered in the Order field if you had not already filled that in manually.

   b. If you press **S**, the quantity currently on stock is entered in the Ship field and the quantity you had entered is put into the Order field.

   c. If you press **E,** the quantity you entered is entered into the Ship and Order fields.

2. **I** places the quantity entered in the Ship field into the Order field if it is greater than the previous order quantity and ships the available stock on hand on both the Make Work Order (M) screen and Receivable Invoice (R) screen.

3. **O** enables **O**ptional back ordering on the Receivable Invoice (R) screen. If you want to put an item on back-order, you will need to enter the quantity in the Order field manually.

4. **N** means **N**o back ordering.

Monthly Interest Rate (#.41)

Enter the monthly interest rate you wish to charge on overdue accounts. For 2%, simply enter a 2 without the percent sign.

The monthly and annual interest rates are displayed on receivable invoices.

Minimum Charge (#.42)

Enter the minimum charge for an overdue account. Do not use a dollar sign. This charge will apply whenever it is larger than the calculated charge, if there is one.

Days Till Charge (#.43)

Enter the number of days from the Invoice Date an invoice may be open before a finance charge is applied. If the invoice Due Date allows more time than this, it will be used instead when factoring finance charges. Often Days Till Charge is set for 5 days more than Free Days to allow for mail time.

When a customer is entered on the R screen, a warning is displayed if the customer has an open invoice old enough to trigger a finance charge (based on Days Till Charge or Due Date as described above).

Free Days (#.39)

Enter the number of days after the invoice date that the customers will have free credit on an invoice. Finance charges will be applied for each day after this day. Example: 10.

G/L Account Number (#.44)

Enter the G/L account number for finance charges.

ABC's standard G/L account number for finance charges is # 9840.

Compound Interest (#.45)

Enter an **N** if you do **N**ot want compound interest (or finance charges on overdue finance charges).

Last Finance Charge Date (#.46)

Enter the date finance charges were last calculated. This must be set for finance charges to work. Once this is set up initially, it is automatically updated whenever finance charges are run.

Finance Charge Information Message (#.40)

You may enter a brief message that you want to appear on your statements, identifying your finance charges.

Customer Type (#.36)

If there is no Type specified in the Customer Type field on the Customer (C) screen, the program defaults to the Type entered in this field.

The Customer Type field can be used for a variety of purposes. You may use it to show which inventory items may be sold to which customers.

For example, a P may imply that this is a farmer who is licensed to use poison.

If you have various sales persons that relate to various customers, you might use the Customer Type field to show which sales person that customer is under.

Inventory Markup (#.37)

This is a safety guard that triggers an error message when you try to sell an item at a price that is less than a certain percentage above Cost on the Inventory (I) screen. Enter that percentage here. For example, to set the minimum price to 10% above cost, enter 10.

If you leave this field blank, the minimum price will be the cost of the item. To disable this feature, enter -100, which will allow any price down to zero.

Default Sales Account Number (#.66)

This is the G/L account number used when an item is entered on the Invoices (R) screen that has no account # specified.

ABC's standard Default Sales Account # is 6810.

Special Deposit Account Number (#.93)

This field allows the tracking of customer prepayments for a special purpose. Entering this account number in the G/L # field on the Deposit (D) screen will post the G/L amount to the Special Deposit field on the Customer (C) screen.

ABC's standard Special Deposit Account number is 3220.

Part 4—Accounts Payable Setup

Overtime Base (#.57)

ABC PAYROLL MODULE—Enter the normal number of hours worked per week before you begin paying overtime. When using the Time Card Entry (T) screen, the program calculates all hours above this amount as overtime hours.

The standard amount is 40.

Overtime Factor (#.58)

ABC PAYROLL MODULE—Enter the additional percentage over regular time that is paid to the employee and costed to the job. This is carried across to the Time Card Entry (T) screen. Example: For 50% enter .50.

Labor Sales Account Number (#.76)

ABC JOB COSTING MODULE—Enter the G/L account number for Labor Sales.

ABC's standard Labor Sales Account # is 6850.

This field must be set up before using Report # 5-31, GENERATE INVOICES FOR JOBS.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Material Sales Account Number (#.77)

ABC JOB COSTING MODULE—Enter the G/L account number for Material Sales.

ABC's standard Material Sales Account # is 6810.

This field must be set up before using Report # 5-31, GENERATE INVOICES FOR JOBS.

Subcontract Sales Account Number (#.78)

ABC JOB COSTING MODULE—Enter the G/L account number for Subcontract Sales. ABC's standard Subcontract Sales Account # is 6815.

This field must be set up before using Report # 5-31, GENERATE INVOICES FOR JOBS.

A/P Material Markup % (#.79)

ABC JOB COSTING MODULE—This field allows you to specify how much you will charge for material purchased for a job. Enter the percentage of markup over cost. This percentage is referenced by Report 5-31, GENERATE INVOICES FOR JOBS, if there is no list price entered for the billed items. If this field is left blank and no list price exists on the Inventory screen, materials are billed at cost.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

A/P Subcontract Markup Percent (#.80)

ABC JOB COSTING MODULE—This field allows you to specify how much you will charge for Job Subcontract costs. Enter the percentage of markup over cost. This percentage is referenced by Report 5-31, GENERATE INVOICES FOR JOBS, if there is no list price entered for the billed items. If this field is left blank and no list price exists on the Inventory screen, subcontracting is billed at cost.

Job Class for Billing (#.82)

ABC JOB COSTING MODULE—Enter the job class for the program to use when the total billed amount is posted.

ABC's standard Billing Job Class is 00.

Note that any documentation referring to the Job Costing Module (Material, Job, or Job Detail screens) does not apply to most users. It is a custom feature.

Price Update Code (#.55)

This is used with Report # 2-10, INVENTORY PRICE UPDATE. This field is overridden by the Update Code (Updt) field on the Inventory (I) screen and by the Update Code (UC) on the Bill Entry (B) screen.

The pricing code may be any one of the following:

N—**N**o price update.

B—Update the cost if it increased.

L—Update the cost if it increased. Update the list price if it increased.

D—Always update the cost.

A—Always update the cost and the list price.

I—Always update the cost. Update the list price if it increased.

S—**S**kip to the Amount field when entering item on the Bill Entry (B) screen.

P—Bring price from the Inventory screen.

O—**O**mit Order posting. (Don't post this line to purchase orders.)

Z—Use **Z**ero amount on Report # 1-8, INVENTORY VALUE.

List Price Multiplier (#.81)

This is the default multiplier which is used by Report # 2-10, INVENTORY PRICE UPDATE, whenever no Multiplier is specified on the Inventory screen.

List Price on the Inventory screen is set to the bill price divided by Multiplier, multiplied by 100, multiplied by the Unit quantity. For example, if the bill price is $3.00, the multiplier is 80, and the unit field is blank, then the list price would be $3.75. Or, if the bill price is $1.50, the multiplier is 60, and the unit is 12, then the list price per dozen would be $30.00.

List Price Include Freight (#.172)

Enter **Y** here if you want the Report # 2-10, INVENTORY PRICE UPDATE, to base list price on the purchase price including freight. Enter **N** if you want to exclude freight on list price.

Price Purchase Orders (#.83)

Enter **Y** here if you want the cost to carry over to purchase orders from the Inventory (I) screen. Enter **N** if you do **N**ot want the cost to carry across from the Inventory (I) screen. If this field is left blank, the cost will automatically be carried across. This field may be overridden by the Vendor (V) screen or the purchase order itself.

Book Increase % (#.88)

This works with Report # 2-10, INVENTORY PRICE UPDATE. Enter the percent over cost on the Bill Entry (B) screen that you want to appear as Cost on the Inventory (I) screen. For example, if you want Cost on the Inventory screen to include sales tax, enter 6.00 here. When you run Report # 2-10, the computer will add 6% to the cost on the Bill Entry (B) screen and update Cost on the Inventory (I) screen.

This works for any inventory item with a Price Update Code that updates cost. Report # 2-10 only updates items that have been saved on a bill since the last time the report was run.

Omit Purchase Order Heading (#.152)

Entering **Y** in this field means that your company's heading will not be printed at the top of a printed Purchase Order. This option is used when you are using letterhead paper.

Default Ledger Number (#.51)

Enter a number from 3 to 7 to indicate which bank ledger you normally use for check writing. This ledger will be set by default in the Check Writing (/) screen.

ABC's standard Default Ledger number is 3.

Discount Account Number (#.52)

Enter the G/L account number for A/P discounts. The check writing program will use this account for any automatic discounts that it takes.

ABC's standard Discount account number is 8830.

Allow Negative Discounts (#.161)

N in this field does not calculate the Bill Entry cash discount on lines that have a negative amount. (The default is **Y**es.)

Suspense Account Number (#.53)

Enter the G/L account number for the suspense account. The check writing program will use this account where no account number has been specified on an A/P invoice, or when the A/P invoices paid by one check contain more than 150 different G/L account numbers. This is also used for those amounts you don't know where to put till you ask your accountant.

ABC's standard Suspense account # is 1.

Prepayment Account # (#.134)

The G/L account # for prepayments to vendors. This is used by the Check Writing screen when making NBA (**N**on-**B**ill **A**mount) payments.

Default Purchase Account Number (#.67)

This is the G/L's default account number, used when an item is entered on the Bill Entry (B) screen with no account number specified.

ABC's standard Default Purchase Account Number is 8810.

Accounts Payable General Ledger Adder (#.56)

Enter the number to add to sales G/L account numbers on the Inventory (I) screen to determine purchase account numbers. The program uses this number to set the G/L # in the Bill Entry (B) screen. For example, if sales accounts begin at 5000 and purchase accounts begin at 7000, enter 2000 here. All your purchase account numbers will automatically be the same as the sales account for that item, plus 2000.

Subcontract Purchase Account Number (#.73)

If you have an **S** for **S**ubcontract in the M)aterial, D)irect, S)ub field on the Bill Entry (B) screen, the program will override the Inventory G/L number and use this number instead, providing there is no adder entered in the Subcontract Adder field.

ABC's Standard Subcontract Purchase Account # is 8815.

Subcontract Adder (#.74)

This field overrides the Subcontract Purchase Account number, and adds the amount entered here plus the A/P G/L Adder to the G/L number on the Inventory screen if the bill is a subcontract.

ABC's standard Subcontract Adder is 5.

Check Format (#.169)

You may enter a Q here for printing on QuickBooks style checks. Or leave the field blank for default style checks.

Combine/Split Print Jobs (#.173)

When printing a series of checks (A/P, G/L, or Payroll), this tells whether to print them as one combined print job, or split them into a separate print job for each check. The default and recommended option is **C** for **C**ombine. Use **S** for **S**plit only if necessary; for example, if your check printer uses back-to-front printing, which prints the pages in a job in the opposite order from what the computer sends.

Printer Selections (#.163ff)

You may select various printers for printing Sales Orders, A/R Invoices, A/P Checks, G/L Checks, Labels, and Envelopes. This allows you to have different printers loaded with different sorts of paper stock. Each type of print job is sent to the specified printer.

Printer selections have been simplified in the latest Windows Terminal. Simply click on **Settings** (on the Menu Bar) and choose **Printer Settings**. Select from the list of printers found there for each type of print job. Printers listed are found on your terminal's Printers and Faxes menu found under the Start Menu.
Contact your ABC dealer for further help.
Printers are also assigned on the Company Setup Screen, A/P Setup tab.
M – (My printer) always asks the user to select the printer
M1, M2, up to M16 – prints to the printer selected in the local client under Printer Settings. The M printer numbers you enter in the # screen fields determine how the printers are labeled in Printer Settings. For example, if you would enter M7 for the Sales Order printer, then on Printer Settings the 7th printer would be called "Sales Order Printer" instead of "Printer M7".
M2#3 – in this example, prints to Printer M2 as selected on user #3's client.
1, 2, up to 99 – prints to a printer # set up in the printer configuration ('p) screen.

Backup Device (#.131)

Enter the device to which you normally back up. Blank or A means Drive A. D to Q are used for hard Disk or Disk partition. Default is A.

Modem Configuration ('O)

This screen is used for setting up phone dialing from your computer. This is available if you have a modem properly connected to your computer.

If you use prefixes for any of your long-distance calls, they should be entered here.

Helps Accessed From the Modem Configuration ('O) Screen

File Help ('O)

Ctrl+N—clears the screen, without saving or un-saving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Edit Help ('O)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help ('O)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Ctrl+T—**T**elephone dialing. This option allows you to dial the phone # for the person or business currently on your screen. Press **Ctrl+T**. You will be given a choice of numbers if more than one number on record. Press **Enter** on the correct number and the number is dialed. (A TAPI driver must be installed on your computer to run this feature. Contact your ABC Accounting representative for further information.)

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Modem Number ('O.0)

Enter the modem number. This field is for use by professional technicians.

Modem Port Number ('O.1)

Enter the modem port #. This field is for use by professional technicians.

Local Area Code ('O.2)

Enter your local area code.

Toll-free Local Exchanges ('O.3)

Enter all the 3-digit local telephone codes that are in your toll-free calling area. Use commas to separate them.

Tone or Pulse Dialing ('O.4)

Enter a **T** if your phone is a touchtone phone.

Enter a **P** if your phone uses pulse dialing, like a rotary phone.

Initialization String ('O.5)

This field is for use by professional technicians.

Toll-free Local Exchange Prefix ('O.6)

If you need to dial a 1 or some other number, before you dial a local number, enter that number here.

Local Exchange Off-Peak Prefix ('O.7)

This field is provided in case you ever have to add one or more digits when you dial a local number.

Area Code Group 1, 2 and 3 Prefixes ('O.9)

Area Code Groups 1, 2 and 3 allow you to use different codes as prefixes to different groups of area codes if needed. One example would be if you use an access code for some long distance numbers and not for others. For example, 800 numbers.

Enter the correct prefixes for each group of area codes. Usually this is 1.

Area Code Group 1, 2 and 3 Off-Peak Prefixes ('O.11)

Area Code Groups 1, 2 and 3 allow you to use different codes as suffixes to different groups of area codes if needed.

Enter the correct suffix for each group of area codes. (Suffixes are rarely used.)

Other Area Codes Prefix ('O.17)

If you dial all long distance area codes alike, use this field to show what prefix you use for those area codes. Usually this is simply 1.

Other Area Codes Off-Peak Prefix ('O.18)

If you dial all long distance area codes alike, use this field to show what suffix you use for those area codes. (This is rarely used.)

Local Area Code Prefix ('O.19)

Enter the prefix that you use for long distance calls within your same area code. For example, 1.

Local Area Code Off-peak Prefix ('O.20)

If you dial all long distance local area codes alike, use this field to show what suffix you use for those area codes. (This is rarely used.)

Printer Configuration ('P)

Normally your dealer will configure your printer for you. You will need to configure your system only if you are installing a printer model for which the system was not configured, if you are moving a printer to another user, or if you are changing the default printer for a user.

Helps Accessed From the Printer Configuration ('P) Screen

File Help ('P)

Ctrl+N—clears the screen, without saving or unsaving the current record, and sets the reference number to the next available number.

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Edit Help ('P)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help ('P)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Code ('P.0)

This is a brief alpha-numeric code used to identify the printer. Do not use a code starting with an exclamation point (!). This designates the printer setup for the system and users.

Printer Type ('P.1)

This is the printer brand name and model number.

Special Printer Codes ('P)

The rest of the fields on this screen are for printer control codes. These should be used only by experts. (In other words, people who know what they are doing. ☺)

Printer Port ('P.22)

Use this field to specify where you want to send your documents when you print. Enter **M, P, S,** or the user number (0-9), to which you desire to print. The user # option is only available if you have a multi-user system, and directs output from the local user to a specific user.

Printer Init ('P.29)

Use this field to specify where you want to send your documents when you print. Enter **M, P, S,** or the user number (0-9), to which you desire to print. The user # option is only available if you have a multi-user system, and directs output from the local user to a specific user.

Printer Init ('P.39)

This field is used to send commands at the start of each report. On a Window driver top of form is set to 480 twips so printing from Window or DOS is the same. *027080069* will clear it to 0 twips.

Cut Sheet ('P.40)

Place a **Y** here if the printer uses sheets of paper (like 8 1/2 x 11). If Report # 3-38 is selected, a **Y** will switch from preprinted to Laser Form.

Explanation for the Printer Setup Screen

Normally your dealer will configure your printer for you. You will need to configure your system only if you are installing a printer model for which the system was not configured, if you are moving a printer to another user, or if you are changing the default printer for a user.

To access the Printer Setup screen, press **F10** and then apostrophe ('). For the extended option, press **P.**

The Printer Setup ('P) screen may contain a number of records. Each record contains control codes for one particular printer model. Any one of these records can be selected as the system printer.

Use **F7** and **F8** to view the available printers. If the one you want is already in the screen's records, you have some options as to where you wish to send your documents: (M)odem, (P)rinter, (S)creen, User# or *Port#. Enter M, P, S the user # or the port # preceded by an asterisk (*) to which you desire to print. The user # option, of course, is only available if you have a multi-user system, and directs output from the local user to a specific user. The port # option applies if you have more than one printer port on your computer. Load the correct record and enter your output option. Press **Alt+S** to select the printer. You will be asked for the user number. If this configuration is the system default, simply press **Enter.** If this is for a particular user, enter that user number.

If there is no record for the printer you want, you will need to enter one.

When you are finished entering the control codes, press **F9** to save the record. This will also clear the screen. Enter the code to bring back the record and press **Alt+S** to select it.

For the Code, enter a brief alpha-numeric code to identify the printer. Do not use a code starting with an exclamation point (!) because this designates the printer setup for the system and its users.

For the Printer Type, enter the brand name and model number.

The remaining fields are for printer control codes. The fields numbered from 02 to 09 are for setting various pitches of printing. There are also fields for underlining and fields for selecting the number of line per inch. Skip any that are unavailable. Printer control codes are sometimes listed in the printer manual. Otherwise, the codes have to be ordered from the printer manufacturer.

Enter each control code as a series of numerals, with 3 digits specifying the ASCII # of each character from the printer manual.

Example: ESC A would be entered as 027065.

Selecting a Printer Setup

- Get the proper printer on screen with **F7** or **F8**.
- Select it with **Alt+S, Enter.**

Terminal Configuration ('T)

This screen is only used in multi-user situations. Any changes should be made by professional ABC Accounting software technicians.

Helps Accessed From the Terminal Configuration ('T) Screen

File Help ('T)

F5—exits lookup.

F6—opens lookup.

F9—saves record.

Shift+F9—deletes record.

F10—goes to the Selection Screen.

Shift+F10—goes to the Menu Bar.

Esc—exits one level.

Alt+F4—exits ABC.

Edit Help ('T)

Ctrl+C—**C**opies text. Place your cursor on the field that contains the text you wish to copy and press **Ctrl+C.** Then move your cursor to the field you want your information copied to and use the paste (**Ctrl+V**) function.

Ctrl+V—pastes text. Any text that has been copied (with **Ctrl+C**) or cut (with **Ctrl+X**) may be pasted into any other field by using the **Ctrl+V** function. Simply place your cursor in the field you want to copy the information to and press **Ctrl+V.**

Ctrl+X—cuts text. Place your cursor on the field you want the text removed from and press **Ctrl+X.** The text will disappear. If you want to replace this text in another field, simply move your cursor to that field and use the paste (**Ctrl+V**) function.

Ctrl+Z—**Z**ap! Undoes latest changes to the line the cursor is on.

Tools Help ('T)

Ctrl+G—**G**ets or jumps to the address of a certain field. When you press **Ctrl+G,** a message box appears telling you the address of the field your cursor is on. You are also given opportunity to jump to another address. Enter the location number of the field you want to jump to, or enter F and the field number of the field you want to jump to.

Ctrl+J—accesses a **J**ournal to record anything that you want to remember. To see previous notes, press **Ctrl+J.** When you are done, press **F9.** The notes will be saved with the date and time.

Ctrl+K—accesses a second journal. It is similar to the **Ctrl+J** journal, but saves your notes with only the date.

Shift+F3—brings up an accountant's* calculator when your press it the first time. The second time you press it, the final calculations showing are entered into the field the cursor was on.

+ adds or totals	- subtracts	/ divides
* multiplies	) clears	(exits calculator
= totals or equals		

*If you are not familiar with an accountant's calculator, you may want to take a little time to familiarize yourself with the differences in usage here. Figures are entered as positive or negative: i.e. 100+50-75= would be entered as 100+; 50+; 75- The answer calculates each time you press the positive or negative sign. The = sign or Enter key seldom need be used unless you are multiplying or dividing.

Modem Initialization ('T)

This field is used to initialize the modem.

If MODEM is in the description, the * screen prints it to this user console.

Report # 8-2 prints it to device 1 when the 2 option is selected.

AT\N0N1&Q5S=0 allows Error correcting and auto speed selection for most Hayes compatible modems and auto answer.

The } screen uses it to initialize the modem before dialing.

ABC RS-232 transfer has its own error correction and is not designed for the time delay caused by many modem error correction protocols.

ATE0V0F8N0&Q0 in this field will turn off echo, give numeric response, set to 9600 baud, disallow speed detection, and use direct connect for most Hayes compatible modems.

Printer Selection ('T)

You may select various printers for printing Sales Orders, A/R Invoices, A/P Checks, G/L Checks, Labels and Envelopes. This allows you to have different printers loaded with different paper stock. Each sort of print job is sent to its specified printer. Any printer selection on the ('t)erminal configuration screen will be used for this particular user.

Enter the printer number from 01 to 99. Printer numbers with appropriate drivers and ports need to be set up in the 'P screen.

Appendixes

Appendix A
Appendix B
Appendix C

Appendix A

The following screen codes, field numbers, entry locations and posted field numbers are useful when setting up macros and spreadsheets. Field numbers are used in macros with **Ctrl+R.** Entry Location may be used with **Ctrl+G.** Use the Posted Field # followed by an exclamation point (!) for importing data into a Spreadsheet.

Notice: These numbers may be changed when the program is modified or updated. You can check the field # and entry location of most fields by placing the cursor on the field and pressing **Ctrl+G.**

COMPANY SETUP SCREEN (#)

Field #	Field Name	Posted Field #
1	Company Name	
2	Attention Line	
3	Street Address	
4	Zip Code	
5	Zip Extension	
72	EIN #	
7	Phone Number	
87	Automatic Deposit Posting	
84	Bank Deposit Number	
165	Logo File Name	
168	Signature File Name	
21	Ledger 3 Account #	
20	Ledger 3 Account Name	
24	Ledger 4 Account #	
23	Ledger 4 Account Name	
27	Ledger 5 Account #	
26	Ledger 5 Account Name	
30	Ledger 6 Account #	
29	Ledger 6 Account Name	
33	Ledger 7 Account #	
32	Ledger 7 Account Name	

8	System Date	
9	Year End Month Number	
157	G/L Lock Date	
180	A/P Lock Date	
181	A/R Lock Date	
28	Company Number (0-9)	
95	Department Start #	
35	Department Multiplier	
47	Maximum Proposal #	
94	Multiple Location Parameters	
141	Vendor Code Generator-Individual	
142	Vendor Code Generator-Company	
143	Customer Code Generator-Individual	
144	Customer Code Generator-Company	
145	Name Code Generator-Individual	
146	Name Code Generator-Company	
147	Employee Code Generator	
10	A/Receivable Acct #	
65	A/R Discount Acct. #	
132	Prepay Account #	
160	Credit Card Deposit Acct. #	
11	A/Payable Acct #	
34	Floor Plan Account #	
136	Shipping Tickets	
12	Payroll Cash Acct #	
92	Payroll & A/P Ledger #	
16	Retained Earnings Acct #	
13	Inventory Start Acct #	
14	Inventory End Acct #	
15	Inventory Reversal Acct #	
17	Sales Start Acct #	
18	Purchase Start Acct #	
19	Purchase End Acct #	
158	Tax on Order	
54	Stock Error Message	
139	Stock Icons on Work Orders	
89	Point of Sale Invoice Report Number	
75	A/R Invoices Report #	
135	Number of Copies of Invoice	
64	Number of Customer Messages	
68	Omit Company Heading	
63	Accounts Receivable Invoice Message	

162	Automatically Add Inventory Items	
49	Low Balance Limit	
50	High Balance Limit	
85	Create Quote Record	
62	Automatic or Optional Back Orders	
41	Monthly Interest Rate	
42	Minimum Charge	
43	Days Till Charge	
39	Free Days	
44	G/L Account Number	
45	Compound Interest	
46	Last Finance Charge Date	
40	Finance Charge Information Message	
36	Customer Type	
37	Inventory Markup	
66	Default Sales Account Number	
93	Special Deposit Account Number	
57	Overtime Base	
58	Overtime Factor	
76	Labor Sales Account Number	
77	Material Sales Account Number	
78	Subcontract Sales Account Number	
79	A/P Material Markup %	
80	A/P Subcontract Markup %	
82	Job Class for Billing	
55	Price Update Code	
81	List Price Multiplier	
83	Price Purchase Orders	
152	Omit Purchase Order Heading	
162	Automatically Add Inventory Items	
51	Default Ledger Number	
52	Discount Account Number	
53	Suspense Account Number	
134	Prepayment Account Number	
67	Default Purchase Account Number	
56	Accounts Payable General Ledger Adder	
73	Subcontract Purchase Account Number	
74	Subcontract Adder	
169	Check Format	
163	Printer Selections	

ASSEMBLIES SCREEN (A)

Field #	Field Name	Posted Field #
0	Assembly Code	
1	Labor Hours # 1	
2	Labor Hours # 2	
3	Labor Hours # 3	
4	Labor Cost	
5	Subcontract	
6	Material Quantity	
7	Material Cost	
8	Sell Price	
Repeating Fields		
_	Item Code/Description	
_	Quantity	
_	Remark	

BILLS SCREEN (B)

Field #	Field Name	Posted Field #
0	Bill Entry #	
1	Vendor #	
11	Purchase Order #	
10	Purchase Order Date	
16	Ship To Code	
8	Job #	
13	Invoice Amount	
4	Terms	
9	Pay Code (Y,N,S,F)	
14	Material, Direct, Subcontract	
17	Time and Material Contract	
18	A/R Invoice #	
3	Invoice Number	
2	Invoice Date	
5	Due Date	
7	Discount Amount	
6	Discount Date	
12	Receive #	
19	Date Received	
15	Control Date	
1017	Last Payment Ledger # & Check #	

1075	Last Payment Date	
1055	Amount Paid	
1056	Amount to Distribute	
Repeating Fields		
	Item #/Remark	
	G/L Account #	
	Job Class	
	Price Update Code (UC)	
	Purchase Order #	
	# Per Case	
	Quantity	
	List Price	
	Cost	
	Amount	
	Freight & Other Adjustments	

CUSTOMERS SCREEN (C)

Field #	Field Name	Posted Field #
0	Customer Code	
1	Customer Name	
2	Attention Line	
3	Street Address	
4	Zip Code	
5	Zip Extension	
101	City	
102	State	
7	Telephone #	
34	Fax #	
27	Modem #	
6	E-mail Address	
24	Contact Person	
15	Terms	
9	Credit Limit	
8	Print Code	
11	Tax Status	
31	Customer Tax Exemption #	
12	Discount Level	
14	Ship Via	
10	Late Charge	
25	Review Date	

20	Message 1	
21	Message 2	
22	Message 3	
23	Alert	
44	New Code	
36	Old Code	
18	Ship-To Address	
33	Zone	
35	Ship R or C	
16	Salesperson	
32	Commission %	
17	Advertiser	
19	Customer Type	
30	Purchase Order Required	
Posted Fields		
	Post Date	0
	MTD Sales	1
	Prior Sales	2
	MTD Pay	3
	Prior Balance	4
	MTD Balance	5
	MTD Cost	6
	Prior Cost	7
	Non Invoice Amount	13
	Sales 1 Year Ago	14
	Sales 2 Years Ago	15
	Special Deposit Amount	20
	Order Deposit Amount	37

DEPOSIT SCREEN (D)

Field #	Field Name	Posted Field #
0	Reference #	
2	Date	
1	Customer Code (#)	
1012	Payment Type	
1013	Check #	
1014	Deposit Total	
5	Check Amount	
8	Apply to	

9	G/L Amount	
Repeating Fields		
_	Payment Applied	
_	Discount Applied	
Posted Fields		
_	Invoice #	10
_	Invoice Date	11
_	Invoice Amount	12
_	(previous) Payment	13
_	Discount Amount	14
_	Amount Not Applied	6
_	Total Discount	7
_	Discount Date	15
_	(discount) Earned	18
_	Balance	19

EMPLOYEE SCREEN (E)

Field #	Field Name	Posted Field #
0	Employee Code	
1	Name	
2	Attention	
3	Address	
4	Zip Code	
91	City	
92	State	
5	Zip Extension	
6	Phone #	
7	Workman Compensation #	
62	Classification	
8	Social Security #	
9	Status M/S, P	
11	Federal # of Dependents	
66	Other # of Dependents	
10	Pay Period	
67	Time Clock #	
79	Next Time Card	
13	Birth Date	
14	Hire Date	

15	Termination Date	
16	Review Date	
17	(last) Raise Date	
78	Pay Date	
19	Federal Tax Exempt	
18	Federal W/holding Extra Amount	
22	State Tax Exempt	
20	State Tax Code	
21	State W/holding Extra Amount	
25	Other State Tax Exempt	
23	Other State Tax Code	
24	Other State W/holding Extra Am	
28	Local Tax Exempt	
26	Local Tax Code	
27	Local Tax W/holding Extra Am	
31	Medicare Tax Exempt	
29	Medicare Tax Code	
30	Medicare W/holding Extra Am	
34	Other Tax Exempt	
32	Other Tax Code	
33	Other Tax W/holding Extra Am	
56	Privilege Tax Code	
57	Other One Time Tax Deduction	
58	FICA Tax Exempt	
59	FUTA Tax Exempt	
60	SUI Exempt	
61	Insurance Amount	
65	Pension Amount	
35	16 Deduction/Advance Code	
36	16 Paycheck Deduction/Advance	
37	16 Total Amount Ded/Adv	
38	17 Deduction/Advance Code	
39	17 Paycheck Deduction/Advance	
40	17 Total Amount Ded/Adv	
41	18 Deduction/Advance Code	
42	18 Paycheck Deduction/Advance	
43	18 Total Amount Ded/Adv	
44	19 Deduction/Advance Code	
45	19 Paycheck Deduction/Advance	
46	19 Total Amount Ded/Adv	
47	20 Deduction/Advance Code	
48	20 Paycheck Deduction/Advance	

49	20 Total Amount Ded/Adv	
50	21 Deduction/Advance Code	
51	21 Paycheck Deduction/Advance	
52	21 Total Amount Ded/Adv	
53	22 Deduction/Advance Code	
54	22 Paycheck Deduction/Advance	
55	22 Total Amount Ded/Adv	
Repeating Fields		
_	Category Code	
_	Rate/Wage/Deduction Amount	
_	Labor Type	
Posted Fields		
	Post Date	0
	Regular Wages	1
	Overtime Wage	2
	Vacation Wage	3
	Holiday Wage	4
	# 1 Other Wage	5
	# 2 Other Wage	6
	# 3 Other Wage	7
	# 4 Other Wage	8
	Federal Withholding Tax	9
	FICA Withholding Tax	10
	State Withholding Tax	11
	Other State Withholding Tax	12
	Local Withholding Tax	13
	Medicare Withholding Tax	14
	Other Withholding Tax	15
	Deduction #1	16
	Deduction #2	17
	Deduction #3	18
	Deduction #4	19
	Deduction #5	20
	Deduction #6	21
	Deduction #7	22
	Tips	23
	Insurance	24
	Temporary Deduction	25
	Regular Hours	26
	Overtime Hours	27
	Vacation Hours	28
	Holiday Hours	29

	#1 Other Hours	30
	#2 Other Hours	31
	#3 Other Hours	32
	#4 Other Hours	33
	Federal Wage	34
	FICA Wage	35
	State Wage	36
	Other State Wage	37
	Local Wage	38
	Medicare Wage	39
	Other Withholding Wage	40
	Net Pay	41
	Prior YTDs	42
	Privilege Deduction Date	92
	Privilege Deduction Amount	93
	One Time Deduction Date	94
	One Time Deduction Amount	95
	Vacation Hours Due	96
	Sick Hours Due	97
	Holiday Hours Due	98

GENERAL LEDGER ACCOUNTS SCREEN (G)

Field #	Field Name	Posted Field #
0	Account #	
1	Name	
2	Statement 1	
8	Statement 2	
9	Statement 3	
4	1099 Field	
3	Remark Y/N	
5	Type M/S/A	
7	Note	
6	Alternate G/L #	
1077	Next Period End Date	
597	# of Periods per Year	

INVENTORY SCREEN (I)

Field #	Field Name	Posted

		Field #
0	Item #	
1	Description	
21	Additional Description	
39	Buy Description	
23	Purchase Order Message	
22	Remark	
4	Unit	
10	Vendor	
12	Maximum	
13	Minimum	
35	Comment	
44	New #	
20	Update Code	
6	List Price	
8	Cost	
27	Freight and Adjustments	
7	List Date Change	
21	Additional Description	
9	Cost Date Change	
11	Print Code	
5	Multiplier %	
45	Weight	
26	MSR (Manu. Suggested Retail)	
48	Discount—Special	
14	Discount A	
15	Discount B	
16	Discount C	
17	Discount D	
40	Item # and Vendor 1	
41	Item # and Vendor 2	
42	Item # and Vendor 3	
34	Commission Code	
18	Group Code	
3	Tax Code	
19	Location Code	
38	Stock	
2	Sale G/L #	
49	Lead Time	
30	Quantity Per Label	
29	Restriction Code	
31	Core/Deposit	

32	Activity Location	
33	Code	
28	Buy Quantity/Case	
24	Labor Category	
25	Job Class	
46	Track Serial #	
Posted Fields		
_	Stock Quantity	18
_	Customer Order	19
_	Shipped	28
_	Vendor Order	20
_	Stock Order	25
_	Received	31
_	On Job	11
_	Post Date	0
_	Order Date	1
_	Month-to-date Buy Amount	6
_	MTD Sell Amount	3
_	MTD Sell Cost	5
_	MTD Buy Quantity	12
_	MTD Sell Quantity	14
_	MTD Sample	21
_	1 Year Sell Quantity	16
_	1 Year Sample	23
_	Prior Buy Amount	7
_	Prior Sell Amount	4
_	Prior Buy Quantity	13
_	Prior Sell Quantity	15
_	Prior Sample (YTD)	22
_	2 Year Sell Quantity	17
_	2 Year Sample	24

CONTRACTOR'S JOB ENTRY SCREEN (J)

Field #	Field Name	Posted Field #
0	Job #	
1	Job Name	
2	Attention Line	
3	Address	
4	Zip Code	

5	Zip Extension	
7	Phone	
6	Customer # (Code)	
65	Terms	
64	Purchase Orders	
25	Inspection Date	
24	Inspection Comments	
31	Change Order #	
32	Change Order Amount	
33	Contract Amount	
30	Estimated Hours	
66	Fixture Date	
38	Customer Type	
40	Department	
8	Salesman	
35	Commission Percent	
23	Bill Code	
41	Overhead Code 1	
42	Overhead Code 2	
43	Overhead Code 3	
44	Overhead Code 4	
60	Labor Rate 1	
61	Labor Rate 2	
62	Labor Rate 3	
46	Labor G/L Account #	
47	Material G/L Account #	
48	Subcontract G/L Account #	
45	Fixed Overhead	
63	Material Discount	
21	Subcontractor's Discount	
14	Overtime (OT)	
36	Retain Percent	
37	Tax Code	
50	Advertiser	
51	Quote #	
53	Answered By	
26	Building	
27	Group	
28	Work Class	
29	Other # 1	
54	Foreman	
52	Date Quoted	

9	Date Awarded	
39	Date Started	
74	Date Last Billed	
10	Date Ended	
55	Job Description 1	
56	Job Description 2	
57	Job Description 3	
58	Job Description 4	
59	Job Description 5	
78	Date Completed 1st Phase	
79	Amount Billed 1st Phase	
80	Billing Description 1st Phase	
81	Date Completed 2nd Phase	
82	Amount Billed 2nd Phase	
83	Billing Description 2nd Phase	
84	Date Completed 3rd Phase	
85	Amount Billed 3rd Phase	
86	Billing Description 3rd Phase	
87	Date Completed 4th Phase	
88	Amount Billed 4th Phase	
89	Billing Description 4th Phase	

TAX TABLES & WAGE CATEGORIES (K)

Field #	Field Name	Posted Field #
0	Code	
1	Description	
2	Stub description	
3	G/L Account #	
9	Non Tax/Remark	
8	Labor Type	
14	Burden—Percent of Wage	
13	Burden—Amount Per Hour	
5	Amount Tax/Deduction	
4	Hours/Taxable Wage	
7	Date and Amount	
6	Hours Deduct	
10	Calculate #	
15	Dependent Deduction	
12	State Tax Credit	
Repeating Fields		

_	Tax Rate Percent	
_	Over Wage	
_	Plus Amount Tax	
Posted Fields		
_	Hrs/Units/Wages—Current	1
_	Hrs/Units/Wages—1 Month Prior	2
_	Hrs/Units/Wages—2 Months Prior	3
_	Hrs/Units/Wages—3 Months Prior	4
_	Hrs/Units/Wages—Year-to-date	5
_	Wage/Tax Amount—Current	6
_	Wage/Tax Amount—1 Month Prior	7
_	Wage/Tax Amount—2 Months Prior	8
_	Wage/Tax Amount—3 Months Prior	9
_	Wage/Tax Amount—Year-to-date	10

LEDGERS SCREEN (L)

Field #	Field Name	Posted Field #
1012	Check #	
2	Date	
4	Vendor Code	
5	Amount	
Repeating Fields		
_	Account #	
_	Amount	
_	Job # Remark	
Posted Field		
	Month Returned	0

MAKE WORKORDER SCREEN (M)

Field #	Field Name	Posted Field #
0	Workorder #	
19	Delivery Date	
28	Material Reference #	
1	Customer Code	
2	Slip #	

7	Customer P/O #	
23	Type	
29	Operator	
3	Salesman	
8	Order #	
5	Tax	
10	Terms	
6	Ship Via	
21	Job #	
18	Remark	
17	Ship To	
14	Due Date	
15	Discount Date	
16	Discount Amount	
22	Interest Code	
26	Bill Code	
Repeating Fields		
_	Item # and Description	
_	Order Quantity	
_	Ship Quantity	
_	Unit	
_	Cost	
_	List Price	
_	Sell Price	
_	Tax	
_	G/L #	
Posted Fields		
_	Pay Amount	2
_	Pay Date	0
_	Discount Earned	1

NAME SCREEN (N)

Field #	Field Name	Posted Field #
0	Code	
1	Name	
2	Attention Line	
3	Address	
4	Zip Code	
5	Zip Extension	
7	Telephone #	

24	FAX #	
8	Print Code	
35	Ship R/C	
6	E-mail	

PURCHASE ORDER ENTRY SCREEN (O)

Field #	Field Name	Posted Field #
0	Purchase Order Entry #	
10	Date	
25	Stock Order	
1	Vendor # (Code)	
31	Customer #	
36	Special Instructions	
37	Special Instructions Line 2	
38	Special Instructions Line 3	
39	Special Instructions Line 4	
32	Requester	
33	Ship Via	
34	FOB	
22	Ship Date	
1014	Ship To (Screen Entry)	
1016	Ship To (Code)	
8	Job # (Code)	
Repeating Fields		
_	Our Item #	
_	Your Item #	
_	Description	
_	Message	
_	Quantity	
_	Price	
_	Unit	
_	Amount	
_	Price Update Code	
_	# of Labels	
_	Ship Date	
_	Class	
_	# Per Case	
_	G/L #	
Posted Fields		

_	Billed Amount	2

PAYCHECK ENTRY SCREEN (P)

Field #	Field Name	Posted Field #
0	Check #	
1	Period End Date	
2	Pay Date	
4	Employee Code	
Repeating Fields		
_	Category	
_	Hrs/Taxable Wage	
_	Rate	
_	Amount/Tax, Deductions	
_	Employee Name	
_	Net Amount	
_	Regular Hours	
_	Regular Hours Amount	
_	Overtime Hours	
_	Overtime Hours Amount	
_	Vacation Hours	
_	Vacation Hours Amount	
_	Sick Pay Hours	
_	Sick Pay Hours Amount	
_	# 1 Other Hours	
_	# 1 Other Hours Amount	
_	# 2 Other Hours	
_	# 2 Other Hours Amount	
_	Bonus/Commission Hours	
_	Bonus/Commission Hours Amount	
_	Federal W/holding Wage	
_	Federal W/holding Amount/Tax	
_	FICA Wage	
_	FICA Amount/Tax	
_	Deduction 16	
_	Amount Deduction 16	
_	Deduction 17	
_	Amount Deduction 17	
_	Deduction 18	
_	Amount Deduction 18	

_	Deduction 19	
_	Amount Deduction 19	
_	Deduction 20	
_	Amount Deduction 20	
_	Deduction 21	
_	Amount Deduction 21	
_	Tip/Insurance 22	
_	Amount Tip/Insurance 22	
_	Other Deduction	
_	Description	

QUOTE SCREEN (Q)

Field #	Field Name	Posted Field #
1008	Customer Code	
1006	Product (Code)	
1	Starting Date	
2	Ending Date	
3	Quoted Quantity	
7	Taxable	
5	Date Discount	
6	Discount Level	
13	Customer Unit	
8	Outside Date Discount	
12	Note	
Posted Fields		
_	Post Date	0
_	Qty Ordered Current Month	4
_	Qty Ordered Prior Month	5
_	Qty Ordered YTD	6
_	Qty Sold Current Month	1
_	Qty Sold Prior Month	2
_	Qty Sold YTD	3
_	Amount Sold Current Month	7
_	Amount Sold Prior Month	8
_	Amount Sold YTD	9
_	Cost Current Month	10
_	Cost Prior Month	11
_	Cost Prior YTD	12
_	Total Quantity Sold	18

SALES – INVOICES SCREEN (R)

Field #	Field Name	Posted Field #
0	Invoice #	
19	Delivery Date	
28	Material Reference #	
1	Customer Code	
2	Slip #	
7	Customer P/O #	
23	Type	
29	Operator	
3	Salesman	
8	Order #	
5	Tax	
10	Terms	
6	Ship Via	
21	Job #	
18	Remark	
17	Ship-To	
14	Due Date	
15	Discount Date	
16	Discount Amount	
22	Interest Code	
26	Bill Code	
Repeating Fields		
_	Item # and Description	
_	Order Quantity	
_	Ship Quantity	
_	Unit	
_	Cost	
_	List Price	
_	Sell Price	
_	Tax	
_	G/L #	
Posted Fields		
_	Pay Amount	2
_	Pay Date	0
_	Discount Earned	1

SALESMAN SCREEN (S)

Field #	Field Name	Posted Field #
0	Salesman Code	
1	Salesman Name	
2	Default Commission Code	
5	Commission Code A	
6	Commission Code B	
7	Commission Code C	
8	Commission Code D	
9	Commission Code E	
10	Commission Code F	
11	Commission Code G	
12	Commission Code H	
13	Commission Code I	
14	Commission Code J	
15	Commission Code K	
16	Commission Code L	
Posted Fields		
_	Post Date	0
_	Sales MTD	1
_	Sales Prior Month	2
_	Sales Prior YTD	3
_	Cost MTD	4
_	Cost Prior Month	5
_	Cost Prior YTD	6

TIME CARD ENTRY SCREEN (T)

Field #	Field Name	Posted Field #
0	Reference #	
2	Employee Code	
1	Period End Date	
3	Total Hours	
4	Benefit Hours	
5	Overtime Hours	
Repeating Fields		
_	Item #	

_	Job #	
_	Total Hours	
_	Overtime Hours	
_	Rate	
_	Burden	
_	Class	
_	Type	

VENDOR SCREEN (V)

Field #	Field Name	Posted Field #
0	Code	
1	Name	
2	Attention Line	
3	Address	
4	Zip Code	
5	Zip Extension	
15	Purchaser Account #	
33	Remit To	
35	Ship To	
8	Print Code	
7	Phone #	
29	FAX #	
28	No1099,Inc,Sub	
11	Federal EIN	
12	FICA #	
27	Delete P/O Y/N/C	
19	P/O Instructions	
20	P/O Instructions Line 2	
30	Price P/O (Y/N)	
21	P/O Addresses	
32	Remark	
24	Terms	
25	Taxable/Exempt	
23	Direct, Subcontract, Material	
13	Salesperson	
14	Salesperson Phone #	
31	Salesperson FAX #	
22	Auto Pay Y/N/P	
10	G/L #s	
6	E-mail	

Posted Fields		
_	Balance	23
_	Post Date	0
_	P/O Current	10
_	P/O Last Month	11
_	P/O Prior YTD	12
_	Shipping Tickets Current	13
_	Shipping Tickets Last Month	14
_	Shipping Tickets Prior YTD	15
_	Buy Current	1
_	Buy Last Month	2
_	Buy Prior YTD	3
_	Pay Current	4
_	Pay Last Month	5
_	Pay Prior YTD	6
_	Discount Current	7
_	Discount Last Month	8
_	Discount Prior YTD	9

WORD PROCESSOR SCREEN (W)

Field #	Field Name	Posted Field #
0	Code	
_	Date Line	
_	Text Lines	

CUSTOMER TYPE SCREEN (Y)

Field #	Field Name	Posted Field #
0	Type	
1	Description	
2	Privilege Codes	
3	G/L Adder	
4	Sales Code	
6	Default Terms	
7	A/R Discount Account #	
9	Prepayment Account #	
10	Discount Level	
11	Dealer Customer Code	

ZIP CODE SCREEN (Z)

Field #	Field Name	Posted Field #
0	Zip Code	
1	City	
2	State	
3	Country	
4	Geographical Area	
5	Section End	

Appendix B – Code Order

This is a list in alphabetical (sequential) order of all letters, numbers and symbols on standard keyboards. The computer uses this to determine code order.

Space	
Exclamation point	!
Quotation mark	"
Number sign	#
Dollar sign	$
Percent sign	%
Ampersand	&
Apostrophe	'
Open parenthesis	(
Closed parenthesis	)
Asterisk	*
Plus	+
Comma	,
Dash	-
Period	.
Forward Slash	/
Zero	0
One	1
Two	2
Three	3
Four	4
Five	5
Six	6
Seven	7
Eight	8

Nine	9
Colon	:
Semicolon	;
Less than symbol	<
Equals	=
Greater than symbol	>
Question mark	?
At symbol	@
A	A
B	B
C	C
D	D
E	E
F	F
G	G
H	H
I	I
J	J
K	K
L	L
M	M
N	N
O	O
P	P
Q	Q
R	R
S	S
T	T
U	U
V	V
W	W
X	X
Y	Y
Z	Z
Open Bracket	[
Backslash	\
Closed Bracket	]
Caret	^
Underline	_
Accent mark	`
a	a
b	b
c	c
d	d

e	e
f	f
g	g
h	h
i	i
j	j
k	k
l	l
m	m
n	n
o	o
p	p
q	q
r	r
s	s
t	t
u	u
v	v
w	w
x	x
y	y
z	z
Open brace	{
Stile	|
Closed brace	}
Tilde	~

Appendix C - Error Messages

- "Directory is 'xx'% full." **or** "Warning: Only 'xxxx' data blocks left."

If you receive one of these messages, your data file is nearly full. You may keep entering data, but should schedule an appointment with your ABC Accounting representative to increase disk space.

- "Warning: No data blocks left."

If you receive this message, your data file is FULL. You SHOULD NOT enter any additional data until your dealer increases disk space. Call your ABC Accounting representative **IMMEDIATELY**.

- "Directory end-of-data marker not at end-of-data pointer."

If you receive this message, call your ABC Accounting representative IMMEDIATELY.

- If you are receiving error messages about stock on non-physical item # such as freight:

Enter an **N** in the Minimum field of that item record. This disables stock error messages and prevents auto-ordering.

- "Paid Invoices May NOT Be Deleted."

Payment must be deleted on the D screen before invoice can be deleted.

- "Amount May Not Be Changed On A Paid Invoice."

Payment must be deleted on the D screen before invoice can be edited.

- "Invoice Out Of Current Period May Not Be Deleted."

You may not delete an invoice from a prior month. Make a credit invoice in the current month.

- "Invoice Out Of Current Period Will Not Be Saved."

You may not make a change to an invoice from a prior month and save it. Enter a new invoice in the current month with the desired changes.

- "Serial # Not Valid, F6 For Lookup."

The serial # which you entered was not found. Press F6 to get a list of existing serial numbers (if there are any) which can be used. If you want to use the serial number that was not found, press C to override the message and then press F9.

- "Model/Serial# ____ Not Found. Continue"

The serial # which you entered was not found. Press F6 to get a list of existing serial numbers (if there are any) which can be used. If you want to use the serial number that was not found, press C to override the message and then press F9.

- "Item Is Restricted For The Customer."

On the Y screen this item has been setup to NOT be sold to this customer.

- "Enter a Line With H In Unit To Total Hidden Items."

There's a line with N or W in Unit. You must have a line with H in Unit immediately after the line or group of lines that have N or W in Unit.

- "Do You Want To Back-order Unshipped Items? (Yes/No)."

If you type Y, the computer will automatically enter a back order with the unshipped items listed. Press F9 to save the back order.

- "Customer has invoice(s) ____ days old. Change terms to COD? (Y/N)."

This customer has open invoice(s) that exceed the terms on the Company Setup screen in the Days Till Charge field. Press Y and the computer will print COD on the invoice. N will use whatever terms are specified for the customer.

- "Price discounted below desired markup."

On the Company Setup (#) screen you can specify minimum Inventory Markup percentage. If that is left blank, the minimum price is the cost. If you don't want this message to appear, enter -100 as Inventory Markup. If you press Enter, the computer will re-price the item. To disregard the message and keep the price that was entered, press C.

- "Want To Apply Credit To This Invoice?"

The customer has credit. If you type Y, the computer takes you to the D screen where you can apply credit to this invoice. N means No credit applied to the invoice.

- "Assembly Breakdown Will Overwrite Invoice Items. Is This OK?"

When you put a quantity on an assembly item, a number of lines are printed at once on the computer. This message appears if there are items below that would be overwritten. Press Y for Yes or N for No.

- "For A Credit, Negate The Ship Quantity, Not The Price."

To show a credit, use a negative quantity instead of a negative price.

- "Stock=____. Is The Entered Quantity Still Desired?"

The stock quantity according to the computer is less than the amount specified. If you do not want this message to appear, put a Y in the Disable Stock Error field on the & screen.

- "$ ____ Over credit."

Warns you that this person has exceeded his credit limit. You need to determine whether you will sell anything further to him or not until he has made payments. Press **C** if you wish to over-ride credit limits at this time.

- "____ Is The Job Class. /-Clear, ENTER-Keep, or enter Job Class."

Informs you of the Job Class you have entered for this item. Allows you to clear it from this work order, keep it, or change it.

- "Item is restricted for the customer."

If the Privilege Code on the Y screen of Customer Type A matches the Restriction code on the Inventory screen, that item can be invoiced to any customer whose type is A. If you try to load the same item on an invoice for a customer who is not type A, an error message will remind you, "Item is restricted for the customer."

- Out of Balance messages:

1. First go into the Ledger (L) screen. If an error message saying, "GL is out of balance. Should correction be attempted? Y/N" Press Y.

2. If this does not correct the problem, MAKE SURE YOU HAVE A CURRENT BACKUP OF YOUR DATA, and run Report 8-37, G/L LEDGER REPOST.

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